



*Motor Vehicle Crime Prevention Authority*  
**Grant Administrative Manual**

**April 2025**



Texas Department *of* Motor Vehicles

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# 1 INTRODUCTION

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## 1.1 MVCPA MISSION

The Texas Motor Vehicle Crime Prevention Authority (MVCPA) exists to empower local law enforcement agencies and communities to combat and prevent statewide motor vehicle crime. The MVCPA is an evidence based, strategy driven and community-centric network to support regional taskforces, improve coordination, deploy equipment and provide clear messaging to end motor vehicle crime. The Authority seeks to support regional and statewide law enforcement responses to obtain best outcomes for Texas. MVCPA fosters a statewide collaborative network to combat motor vehicle burglary, motor vehicle theft and fraud-related motor vehicle crime. MVCPA also funds education campaigns to inform automobile owners of methods to prevent motor vehicle burglary or theft. MVCPA issues grants to law enforcement agencies (referred to as Taskforces) and educates the public to act and use prevention techniques to fulfill its mission. MVCPA uses the appropriated funds to provide effective coverage of the state through the cooperative network of law enforcement groups, prosecutors, insurance industry representatives, local tax assessor-collectors, and concerned citizens to combat motor vehicle crime through enforcement, prevention, public information, and education initiatives.

## 1.2 PURPOSE OF THIS MVCPA GRANT ADMINISTRATIVE MANUAL

The purpose of this *MVCPA Grant Administrative Manual* is to provide applicants with requirements and information to apply for an MVCPA Grant. This manual also provides grantees with the administrative and financial requirements to effectively manage MVCPA funded programs during the post award process.

Requirements contained in this *MVCPA Grant Administrative Manual* for applicants and grantees are based on and consistent with: state law (Texas Subtitle M, Title 7, Transportation Code Chapter 1006 (TTC 1006), the Texas General Appropriations Act, Texas Government Code Chapters 783 and 791), Texas Administrative Code Title 43 Part 3 Chapter 57; policies set by the MVCPA Board; and other applicable rules, regulations, guidelines, and policy adopted by legal authority (Ex., Department of Motor Vehicles, Comptroller, State Auditor's Office, etc.).

The enabling statute (TTC1006) directs MVCPA to develop and implement a plan of operation for providing financial support to combat **motor vehicle burglary or motor vehicle theft and fraud-related motor vehicle crime**. These three types of crime will be referred together as “**motor vehicle crime**” throughout this manual, unless specifically called out.

Additionally, grantees must follow and take into consideration local policies, procedures, and regulations adopted by local governing bodies responsible for the grant or Taskforces.

If specific cost or procedural information is not found in the *MVCPA Grant Administrative Manual*, then grantees must follow the Uniform Grant and Contract Management Act (Chapter 783 Texas Government Code) that requires the Texas Grant Management Standards (TxGMS) to be maintained under the authority of the Texas Comptroller of Public Accounts. These grant management standards are used by the MVCPA in the administration of the MVCPA grant program.

The TxGMS was established to promote the efficient use of public funds by providing: awarding agencies and grantees a standardized set of financial management procedures and definitions; requiring consistency among grantor agencies in their dealings with grantees; and by ensuring accountability for the expenditure of public funds. State agencies are required to adhere to these standards when administering grants and other financial assistance agreements with cities, counties, and other political subdivisions of the state.

All program activity must be consistent with the statutory and appropriated purposes of MVCPA. All expenses incurred by the grant program must be reasonable and necessary to operate an MVCPA funded program. All revenue and inventory records must be managed in a way that is consistent with generally accepted accounting principles (GAAP) and state and local laws and policies.

## **2 GRANT APPLICATION PROCESS**

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MVCPA awards grants to law enforcement agencies and prevention programs to foster a statewide collaborative network to combat motor vehicle crime and to educate the public about motor vehicle crimes and prevention.

### **2.1 ELIGIBILITY REQUIREMENTS**

All applicants are encouraged to review MVCPA's mission to determine if their entity has the capacity to develop and support a grant program plan that meets MVCPA requirements. To be eligible for consideration for funding, a program must be designed to support one of the following MVCPA program categories:

1. Law Enforcement, Detection and Apprehension;
2. Prosecution, Adjudication and Conviction;
3. Prevention, Anti-Theft Devices and Motor Vehicle Registration;
4. Reduction of the Sale of Stolen Vehicles or Parts; and
5. Educational Programs and Marketing.

Eligible Applicants are:

Law enforcement agencies, local prosecutors, judicial agencies, neighborhood organizations, community organizations, business organizations, and nonprofit organizations for programs designed to reduce the incidence of economic automobile theft. Nonprofit and other organizations shall provide

sufficient documentation with their grant application to inform MVCPA about the level of community support and the potential viability of the organization's existing activities in providing motor vehicle crime prevention assistance.

## **2.2 INTENT TO APPLY**

The Intent to Apply process is only for agencies not being funded in the current grant cycle that desire to be considered for the next funding cycle. The MVCPA Board will determine whether to activate the intent to apply availability in the online system. The purpose of the "Intent to Apply" process is to conduct an initial assessment of potential new grant applicants and send written recommendations to the potential new grant applicants. The Intent to Apply process does not prevent a potential new grant applicant from applying for MVCPA funding. Through strategic questioning, it offers information to potential grant applicants regarding grantee requirements prior to officially applying for MVCPA funding.

The Intent to Apply process is as follows:

- 1) potential new applicants review Intent to Apply information on the MVCPA website;
- 2) potential new applicant completes and submits the Intent to Apply form;
- 3) MVCPA staff conducts an assessment of the submitted Intent to Apply form;
- 4) MVCPA conducts a coverage area analysis of the identified service area (outlined by a potential new grant applicant) and areas currently being serviced by an organization receiving MVCPA funds. (Included in the documentation is information regarding the mandatory applicant workshop); and
- 5) MVCPA provides recommendations to potential new grant applicants based upon information provided to MVCPA via the Intent to Apply form and the coverage area analysis.

## **2.3 APPLICATION PROCESS**

All applicants (new and continued) shall apply as provided by the MVCPA board for the next grant cycle in the manner prescribed in the Request for Applications issued by the MVCPA. The standard grant cycle is in conjunction with the State of Texas's fiscal year, September 1<sup>st</sup> thru August 31<sup>st</sup>. In the event of a non-standard grant period, the dates will be listed on the signed statement of grant award.

This section of the Grant Administrative Manual is structured to provide applicants information on how to:

- 1) determine if their organization is eligible to apply for an MVCPA grant;
- 2) know the steps in the process;
- 3) complete the application;
- 4) understand and select from MVCPA's Goals, Strategies, and Activities; and
- 5) submit the grant application in a manner designated by the MVCPA Requests for Proposal (RFP).

### **2.3.1 Request for Application (RFA)**

The MVCPA's Grant Application Process begins with the issuance of a Request for Application (RFA) authorized by the MVCPA Board. The RFA provides eligibility, program and funding requirements

necessary to qualify and operate a grant funded program. The RFA provides grant workshop information and the application deadline. The RFA is posted on the MVCPA Website and in the Texas Register for a minimum of thirty (30) days before the application deadline.

### **2.3.2 Create Online Account**

During the application period, new applicants create an online account at <https://MVCPA.tamu.edu>. This online system is called the Grant Management and Tracking System (**GMTS**). A user from the applicant agency will create a new user account in GMTS. The user will then create a new Grantee / Organization (applicant) after first login. Obtain official applicant data prior to starting the process to create the grantee/organization.

Account creators must know the legal name of applicant, the ORI number assigned by DPS for law enforcement applicants, the department or unit that will manage the grant for the applicant, the applicant's state payee number including correct mail code, and addresses for the applicant (tied to state payee number and mail code).

The applicant must then create and designate roles for the officials that are to be contacted during the application process. The applicant is responsible for obtaining local authority to start and complete an application. Contact MVCPA for additional instructions to establish new accounts or assistance to access the system. Once the officials are designated in the application system, their e-mail addresses will be used for account access to perform the various steps. It is required that official governmental email addresses are used. No Gmail, Outlook or other public domain emails will be allowed.

**The authorized official account designated by the applicant is the only account that may submit an online application.**

### **2.3.3 Resolution**

All grant applications must be submitted with a formal Resolution. For grant applications from cities and counties or their departments, the Resolution must be adopted by the governing board of the city or county that applies for a grant. At a minimum, Resolutions must provide authority to apply for the grant for the stated statutory purposes, provide that funds shall be returned in the event of loss or misuse, and designate the Authorized Official, Financial Officer, and Program Director. The resolutions may designate other positions if preferred, such as program manager. The Resolution may set forth; the governance structure, interlocal cooperation, match methods, or other grant specific features that help explain or communicate the grant.

Agencies of the State of Texas that apply for grants must also have a resolution that meets the same requirements indicated above. The resolution must be signed by the Executive Director/ Commissioner of the state agency that applies for a grant. Not-for-profit corporations must have a resolution approved by the board of directors of the corporation and must certify that the application is consistent with the organization's purpose and by-laws and that the corporation is in good standing with the Texas Secretary of State and Comptroller of Public Accounts.



### **2.3.3.1 Designation of Grant Officials**

The Designated Grant officials are the individuals who are authorized by a formal Resolution adopted by an applicant agency to submit, modify or cancel a grant application and the subsequent grant documents including required administrative reports.

#### **KEY GRANT OFFICIALS**

Key officials grant on an MVCPA grant include the Authorized Official, the Financial Officer, the Program Commander, and the Program Director. In order to hold any of these Key Official positions on an MVCPA grant, an individual must be:

1. A resident of The State of Texas, AND
2. An employee of a Governmental Agency in The State of Texas

At no time can the Authorized Official, the Financial Officer, or the Program Director serve in more than one Key Official position at the same time.

The following key positions must be indicated by the applicant:

#### **AUTHORIZED OFFICIAL**

The person authorized by the governing body to apply for, accept, decline, request modifications (terms, conditions, and amounts), or cancel the grant for an applicant agency (i.e. executive director of an agency, county judge, city mayor, city manager, assistant city manager, or a designee if authorized by governing body, etc.). The name of this designee must be the same as the signature on the grant acceptance, if awarded the grant. This account is determined and assigned by the applicant agency representative in the online application system and it is the only account that may submit the application.

#### **FINANCIAL OFFICER**

The MVCPA requires that the chief financial officer of the organization (i.e. county auditor, city treasurer, comptroller, treasurer of the corporation, etc.) shall hold this position. The financial officer is the office or person responsible for maintaining the accounting system of the jurisdiction or agency. The financial officer must certify that the MVCPA Expenditure Reports are consistent with the jurisdiction's accounting processes and are accurate. The financial officer is also responsible for maintaining documentation supporting the expenditure of funds, and that MVCPA expenditure requirements are met. Financial officers may authorize a designee as Financial Administrative Contact in GMTS to submit the expenditure reports if the designee can certify to the accuracy of the reports and supporting documentation. The financial officer may not serve in any other capacity related to this grant.

#### **PROGRAM DIRECTOR**

Designated to be responsible for operation or monitoring of the program and is the primary person responsible for the activity, implementation, and reporting of the grant. In addition to conducting the day-to-day program activities, this person is responsible for record keeping, reviewing financial expenditures, maintaining a program file, approving required reports, evaluating the program, and

assisting with monitoring or audits.

#### *Program Manager (Optional)*

Designated to be responsible for the day-to-day operation and monitoring of the grant. Acts as the Program Director during Program Directors absence.

#### *Administrative or Financial Contact (Optional)*

The GMTS allows two other data entry positions that can be designated by the grantee officials: 1) Administrative Contact; and 2) Financial Contact. These positions can complete on-line forms and save but may not submit any grant transactions. These designees will receive broadcast grant notifications. These positions are not required and should not be included in an applicant's Resolution.

### **2.3.4 Grant Application Workshop**

The MVCPA may host a grant training workshop to provide applicants with information on the MVCPA program, the application process, and grant administration. MVCPA highly recommends that all employees that will be associated with the administration of the grant attend the workshop. Grant applicants (new and continued) shall register for workshop via the MVCPA website.

- Continued Applicants

All continued applicants must attend scheduled grant training workshops unless the Request for Applications issued by the MVCPA Board provides additional instructions on who must attend.

- New Applicants

New grant applicants should complete the "Intent to Apply" process to assess their ability to qualify as an applicant and also attend the Grant workshop.

- Recording

Recording trainings or meetings hosted by the MVCPA is prohibited.

### **2.3.5 Submission**

Applicants shall submit the grant application by the due date specified in the Request for Applications published by the MVCPA. Grant applications shall only be submitted electronically to the MVCPA at <https://MVCPA.tamu.edu>. Only an **authorized official who has been assigned the role by an applicant agency can submit grant applications in the MVCPA online system**. Applications submitted late or that do not meet the stated requirements of the RFA are not eligible for review. Applicants will be notified ten (10) working days after the due date.

All applications will be submitted for the first year. If awarded, subject to availability of funding and grantees' positive program performance, the MVCPA may provide a subsequent grant using the same first year application and budget values, as originally submitted. Any ongoing program (scope) changes or budget changes will be submitted (or resubmitted) by grantees through the grant adjustment process after the creation of the second-year grants.

The MVCPA Grant Application allows an applicant to describe its proposed program plan. The Application consists of four sections: 1) Applicant Information; 2) Grant Budget; 3) Application

Narrative; and 4) Certification.

### 2.3.6 Applicant Information

Within the “Applicant Information” section, applicants provide information on the applicant and participating agencies, location of headquarters, the coverage area of the program activities (Cities, Counties, etc.) and Program Approval information. An applicants’ Authorized Official shall certify that all data provided within the application is true and correct and that the document has been duly authorized by the governing body of an applicant, and that an applicant shall comply with all applicable laws and requirements if the grant is awarded.

- **Participating/Coverage Agencies:**

When selecting your participating or coverage agencies you can use the control key to select multiple agencies at once rather than adding them one at a time.

**Participating Agencies:** agencies that will materially participate in the grant application through the use of interlocal agreements. The agencies selected in this list only includes agencies that will receive or provide funding and/or resources. The interlocal agreements do not need to be submitted with the application. Interlocal agreements will need to be executed prior to the first payment being made if selected for a grant. Letters of support with the application from the participating agencies are strongly recommended.

**Coverage Agencies:** agencies that will be covered by the grant but not materially participating in the grant application. These agencies will not be covered by a grant interlocal agreement but as law enforcement agencies may have jurisdictional coverage agreements unrelated to the grant. The agencies selected in this list only includes agencies that will be covered or where the chief of police or county sheriff indicates that their agency will coordinate or call upon the taskforce. These will not directly receive or provide funding and/or resources. Letters of support with the application from the participating agencies are strongly recommended.

The screenshot displays a web-based interface for selecting agencies. It is divided into three main sections: 'Select Agencies to Add', 'Participating Agencies', and 'Coverage Agencies'. The 'Select Agencies to Add' section contains a scrollable list of agencies, including 'Anderson' (ANDERSON CO SO (AE) [TX0010000]), 'Palestine PD' (PALESTINE PD [TX0010100]), 'Frankston PD' (FRANKSTON PD [TX0010300]), and 'Andrews' (ANDREWS CO SO [TX0020000]). Below this list are two buttons: 'Add as Participating Agencies' and 'Add as Coverage Agencies'. The 'Participating Agencies' and 'Coverage Agencies' sections are currently empty, each with a 'Delete Selected' button at the bottom.

### 2.3.7 Budget

The budget section contains three parts: 1) Costs tables; 2) Narrative section; and 3) Sources of Match Table. Within the budget section, an applicant shall list all requested costs and revenue sources, in whole dollars, required to support their proposed program plan. The cost items in the budget must be supported by text in the narrative that describe what the costs items are and how they are used in or relate to the overall program described in the Program Narrative. The budget in the application is a spending plan based on funding as proposed. The budget must be written so that if an applicant is funded but receives less than the amount requested, it may be modified or changed to meet operational needs. Evaluators will review the proposed budget to determine if the costs are reasonable, allowable, demonstrate a cost-effective use of funds, and are consistent with the Program Narrative.

#### 2.3.7.1 Grant Budget Form

The Budget Form provides applicants the ability to state their proposed cost to operate the program. The budget table includes the categories and columns for the grant request amount, cash match amount, and the In-Kind match amount. Applicants complete the line item costs descriptions within the budget categories and, where required, use the pull-down menus in the line items to classify the

expense. Applicants will then complete the narrative in the box below the line items to adequately describe the line item and how the proposed costs tie to the Application Narrative section.

**The budget categories are:**

**Personnel** – Enter the functional or rank title for each position. Select the subcategory from the drop-down menu. Enter the percent of time the position will work on grant activity. Estimate personnel salaries in whole dollars. Record the total of the portions of personnel costs that are grant funded, Cash Match or In Kind in the appropriate columns. Provide a brief description of all the types of positions required to perform the proposed program that will be paid directly from the applicant agency in the narrative. This brief description and job functions must be consistent with the program functions section later in the application. The application allows for in-kind positions to be recorded in the budget even though they are not used in the reimbursement calculation. It is important that in-kind positions be listed for the purposes of travel, equipment use, supplies and grant activity reporting if the narrative supports this use. Agencies that have civil service agreements or written policies may provide exempt positions regular compensation above their regular scheduled work hours at their regular pay. The inclusion of these positions and the wages shall be specified in the grant application and/or grant adjustment.

**Fringe**– For each position listed in the personnel section, add a line in the fringe section and select the same subcategory. Enter in the estimated total amount of fringe attributable to the grant program position in whole dollars. In the narrative box below clearly describe the fringe benefits provided by the agency as either grant funded, cash match or in-kind corresponding to the personnel. Fringe may include Federal Insurance Contributions Act (FICA), retirement plan contributions, unemployment insurance, and other benefits provided by law or the agency under its compensation policies. Applicants may budget a percent basis in the lines per officer and provide details in the narrative for all elements that are included in the percent.

**Overtime** - Overtime is pay for positions meeting the Fair Labor Standards Act non-exempt status and listed as its own category where flexible or variable schedules cannot accommodate the staffing needs.

Overtime is limited to 5% of the grant funded personnel salaries. For example, if total personnel costs are \$100,000 then MVCPA overtime is limited to \$5,000. The amount allowed may only be used for MVCPA funded or Cash Match personnel. For each position listed in the personnel section, add a line in the overtime section and select the same subcategory. Enter in the estimated total amount of overtime that may be used for each grant program position. The amounts assigned for each line are estimates for the positions to help the applicant demonstrate the overtime. Actual overtime for each position may vary. In the narrative box below, explain how overtime shall be used and why flexible or variable schedules cannot accommodate the staffing needs. Law enforcement and civilian staff must be clearly delineated on different lines and have different justification for overtime.

**Professional and Contractual Services** –Personnel that work under the proposed program application

as employees of grant program's participating agencies (sub-grantees) through intergovernmental agreements or individuals that are paid as independent contractors will be listed in this section. The online application will have three possible selections for each individual under this section that must be completed, as applicable. Applicants will usually complete three lines for each position: 1) Personnel (salary); 2) Fringe; and 3) Overtime.

Personnel provided by **The National Insurance Crime Bureau** are entered into this section. Those positions must be marked as **"in lieu of cash match"** as appropriate and are reflected in this category.

**Travel** – Provide estimates of travel costs by personnel whose time is devoted to the grant funded activities at or above 50% of their gross annual salary. Separate estimated travel on lines provided for law enforcement related travel, travel to training events, travel to MVCPA Board meetings, and other MVCPA events. Budgeted out-of-state travel must be indicated on a separate line from other travel and have a corresponding narrative to support the request.

**Equipment** – "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of (a) the capitalization level established by the governmental unit for financial statement purposes, or (b) \$10,000.

Additional requirements set by the Comptroller of Public Accounts established as controlled assets with a value of \$500 or more when purchased using state funds are:

Special Items of Cost List	
Class Code	Property Item
129	Sound Systems And Other Audio Equipment
130	Camera – Portable – Digital, SLR (includes LPR)
131	TVs, VIDEO PLAYERS/RECORDERS
204	Computer, Desktop
218	Data Projectors
219	Smartphones, Tablets & Other Hand Held Devices (includes tracking devices)
284	Laptop Computers (includes bait systems)
735	Unmanned Aerial Vehicle (UAV) Drones

**Supplies and Direct Operating Expenses (DOE)** – Includes office supplies, leases, fuel, training registration, maintenance, rent, and other direct costs not covered in other categories. Services,

such as LPR agreements, are also included in this category. Applicants must provide the number of vehicle and amount per vehicle on leases.

#### **2.3.7.2 Budget Detail and Narrative**

Each budget category has a required detail and narrative portion. An applicant shall provide a clear and concise explanation for all line items within a budget category. This should describe how the items requested are beneficial in reaching the program goals. Each of the budget categories are further described within the Grant Administration section.

It is within the budget detail and narrative section that an applicant shows and explains its Cash Match contributions.

##### **2.3.7.2.1 Cash Match**

MVCPA requires all applicants to contribute a minimum of 20% cash match. The minimum percent of cash match is calculated by multiplying total grant funds requested times 20%. Cash match is the contribution or outlay of money contributed by the applicant, other public agencies and institutions, and private organizations and individuals.

##### **Cash match is:**

1. Funds provided by the applicant and sub-grantees (public agencies and institutions) participating in and to operate the program; and
2. Documented use of National Insurance Crime Bureau personnel may be considered as Cash Match if approved in the application.

Allowable cash match shall only be applied to costs which are allowable with state funds. The reimbursement is based on the overall percent of reimbursement provided in the Statement of Grant Award. Examples of costs that can be recorded as Cash Match:

- Direct Salaries (including NICB personnel)
- Fringe Benefits
- Overtime
- Purchase of Vehicle
- Leased Vehicles Payments
- Supplies and operating expenses
- Travel
- Fuel & Maintenance

##### **2.3.7.2.2 Source of Cash Match Table**

Applicants must identify the sources of cash match provided under the proposed grant application. Sources must be cash and funds paid by applicant and participating agencies toward program costs to be considered. The table provided in the grant application must reflect proposed commitments that

the applicant and other grant program participant(s) will contribute toward the budget categories reflected above. Each line must contain a distinct source of revenue or provider of the cash match. For instance, line one may record: “Grantee - City of X” then the amount of cash match; line two may record: “Participating County Y” then the amount of cash match, line three may record NICB - “in lieu of cash match” then the amount in lieu of cash match, and so forth.

Two sources of match recorded in this table that applicants must account for and maintain sufficient records to demonstrate the value listed are:

- 1) Program Income – Any declaration of the intended use of program income in a proposed application is understood to mean that the applicant certifies that the fund balance will be available for the start of the new program period in the proposal. Applicants will provide any shortfall in the source of revenue if the balance is not available by the time of expenditure during the grant period to fully utilize grant funds.
- 2) “In Lieu of Cash Match” – The salaries, fringe benefits and direct cost contributions of NICB agents participating in the program activities may be provided as “in lieu of cash match” on the sources of cash match. The budget must clearly reflect the status as “in lieu of cash match”. The applicant must account for and maintain records for this exception to cash as if they were cash match or grant funds. This includes obtaining letters of authorization from these agencies and certification of expenses and time spent on the program.

### **2.3.8 Application Narrative**

In the Application Narrative section, applicants shall fully describe the program plan. Grant reviewers review this section to ensure that the program plan is consistent with the stated goals and strategies of MVCPA, and that they are reasonable and achievable. Additionally, these activities must address and mitigate the identified motor vehicle crime problems within the coverage area. The Application Narrative section includes 1) Introduction; 2) Problem Statement 2) Proposed Functions 3) Grant Goals, Strategies and Activities; 4) Evaluation; and 5) Designation of Grant Officials. Proposed Activities shall be described further within the next section.

#### **2.3.8.1 Grant Introduction**

The applicant should provide a brief overview of the application.

#### **2.3.8.2 Grant Problem Statement**

The problem statement shall clearly identify the motor vehicle burglary, theft and fraud-related motor vehicle crime problem within the proposed jurisdiction(s). which may include:

- Motor vehicle burglary, motor vehicle theft and fraud-related motor vehicle crime trends that are impacting the jurisdiction
- Program coverage area
- Population
- Registered vehicles (if applicable)
- Data on related crimes (sometimes referred to as gateway)

- Impact of programs' geographical setting (rural, urban, border)
- Number of burglaries of a motor vehicle rates
- The motor vehicle crime problem shall be supported by historical data that meets MVCPA requirements as shown below:
  - The problem identified is clearly supported by relevant theft data;
  - The data provided is specific to the coverage area;
  - The source of data used to demonstrate the problem is provided and identified. It may be department records or DPS/UCR data.

The application requires addressing the following:

- Provide an assessment of the motor vehicle crime (including theft of parts) problem in the coverage area of this application
- Describe the geographical target area intended for this application. Include information about the taskforce governing and command structure. Include a description of the coverage area(s) and the nature of support and agreements supporting this application.
- Will the program described in the application cover the community(ies) at large or will all or any part of this program be directed to serve a specific target population? If No, or Both, please describe the problem supporting the need for a special target population.

### **2.3.8.3 Functions of Proposed Program**

This section requires an applicant to provide straightforward description of the activities performed in the program by area. Applicants must adequately describe what they will do with funds requested in the budget section. For instance, applicants that request funds for bait tracking equipment but fail to mention in the functions section that they will operate bait programs will score low on the grant scoring and have the bait equipment funds deducted from the budget as unallowable for the program requested. This section requires an applicant to provide straightforward description of the activities performed in the program by area. Applicants must adequately describe what they will do with funds requested in the budget section.

The sections in the application are:

3.1 Functions of the Proposed Program Related to Burglary of a Motor Vehicle

3.2 Functions of the Proposed Program Related to Theft of a Motor Vehicle

3.3 Functions of the Proposed Program Related to Motor Vehicle Burglary and Theft Crime Prevention

3.4 Collaboration Effort

3.5 Functions of the proposed program for other motor vehicle crimes investigations related to motor vehicle burglary or theft such as motor vehicle fraud related crime, insurance fraud, preventing stolen vehicles from entering Mexico, bridge/port crime, cartel or organized criminal enterprises etc...

The functions section will include information on employees' qualifications, experience, and specializations (if applicable). MVCPA Task Forces are required to collaborate across judicial boundaries and to develop regional strategies to implement funded activities. Describe how the applicant's staff



and jurisdiction will coordinate with other agencies and jurisdictions in the implementation of this program. Additionally, an applicant shall certify if they have systems in place for accountability, transparency, and cross-cultural sensitivity.

#### **2.3.8.4 MVCPA Goals, Strategies, and Activities**

MVCPA Goal, Strategies, and Activities ensure that an applicant's activities are specific, measurable, achievable, relevant, and time bound. This structure provides a systematic way for MVCPA to evaluate the application and to report the activities of the applicants.

There are three (3) goals with corresponding strategies. Grant applicants shall choose from a list of pre-determined activities and identify the targets for the appropriate associated measure, where required, in the application. Additionally, there are reporting features to capture the work completed by taskforces and a general descriptive reporting option for applicants to identify specific activities not covered in the pre-determined activities list.

**“Goal 1”, “Reduce the incidence of Motor Vehicle Theft through Enforcement Strategies”,** contains three (3) strategies relating to motor vehicle theft.

1. Conduct activities that result in the arrest, clearance, and recoveries of motor vehicles
2. Conduct collaborative efforts that result in reduction of incidents of motor vehicle theft
3. Prevent And Reduce the Incidence of fraud-related motor vehicle crimes

**“Goal 2”, “Reduce the Incidence of Theft from Motor Vehicles through Enforcement Strategies”,** contains two (2) strategies relating to the theft of property and/or items from motor vehicles.

1. Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories
2. Conduct Collaborative Efforts that Result in the Reduction of Incidents of Theft From a Motor Vehicle

**“Goal 3”, “Educate/Train Citizens and Qualified Personnel in Detection and Prevention of Motor Vehicle Theft, Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories”,** contains two (2) strategies highlighting public awareness activities and law enforcement personnel trainings.

1. Conduct Public Awareness Related Activities Used to Educate Citizens
2. Conduct Law Enforcement Training Activities to Educate Officers on Recognition and Apprehension of Stolen Vehicles and Property

#### **Border Security Sections (Mandatory for Intercostal Waterway Port and Border Community Grants)**

**“Section 4: Border Security - Bridge / Port Operations”**

**“Section 5: Other Crime Reporting Associated with BMV/MVT”**

The 85<sup>th</sup> Texas Legislature requires MVCPA to report on performance for border security grants in deterring crimes and enforcing state laws. These sections shall be completed by grant programs with

border security designations by MVCPA. **All other grant programs are requested to complete relevant sections of 4 & 5.**

Goals, strategies and activities offer a streamlined approach where all applicants will be reporting using the same format. The method will allow the MVCPA to more readily identify trends and provide accurate data for monitoring and compliance. Applicants will be allowed to provide user-defined activities beyond the standard activities. Applicants must provide narrative to adequately describe their implementation of the standard or user-defined activities. The full list of Activities is in the Appendix section.

#### **2.3.8.5 Evaluation**

In the evaluation section, applicants must provide the method and measurement they will use to determine the level of success of the program. Activities measure the tasks performed. Evaluation determines the value provided to the community and state as a result of the activity. Applicants must describe the good they plan to accomplish consistent with the mission of MVCPA in implementing the grant program.

#### **2.3.9 Certification**

The authorized official designated by city ordinance or county order in the resolution must provide the Certification to MVCPA to complete the grant application. The Certification acceptance button is only available in the online system and appears in the authorized official's account tied to their log-in. The certification states:

*"By submitting this application I certify that I have been designated by my jurisdiction as the authorized official to accept the terms and conditions of the grant. The statements herein are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.*

*By submitting this application I certify that my jurisdiction agrees to comply with all terms and conditions if the grant is awarded and accepted. I further certify that my jurisdiction will comply with all applicable state and federal laws, rules and regulations in the application, acceptance, administration and operation of this grant."*

### **2.4 STANDARD AND SPECIAL CONDITIONS**

MVCPA has identified specific Standard conditions and may require application specific Special conditions. These conditions shall be certified to or submitted before applying for an MVCPA grant. Some conditions shall be required to be provided during the post award processes. Sample forms or certifications for these requirements shall be made available to applicants as required.

#### **2.4.1 Program Standard Conditions**

##### **Compliance with All Laws and Rules**

MVCPA requires by rule that entities awarded grants must certify that they follow all applicable state

and federal laws (TAC Rule §57.3 Compliance Adoption by Reference). Entities operating in a Taskforce must ensure that all participating entities in the Taskforce also follow all applicable state and federal laws. Examples include, but are not limited to: Americans with Disabilities Act (ADA), Drug-Free Workplace law, and Equal Employment Opportunity laws, Fair Labor Standard Laws, Texas Local Government Code Chapter 262 - Purchasing and Contracting Authority of Counties, Texas Local Government Code Chapter 252 - Purchasing and Contracting Authority of Municipalities, and all other relevant state and federal law.

### **Multi-jurisdictional or Multi-entity Applications**

Applications for MVCPA funds involving more than one jurisdiction must provide documentation that relationships are consistent with and meet (or will meet) the requirements of the Interlocal Cooperation Act (Texas Government Code Chapter 791 - Interlocal Cooperation Contracts). Applicants/grantees must consult their own legal counsel in establishing multi-jurisdictional agreements. Agreements with two or more agencies provided to MVCPA may be bi-lateral or together in a single agreement. In addition to the requirements of the Act, the interlocal agreement provided during the post-award process must include for each subgrantee receiving grant funds or providing match, at least the following:

- a) A budget including personnel, fringe, overtime, travel, equipment, and other operating expenses that are to be reimbursed with grant funds or used as cash match by and for each participating agency (include in-kind match);
- b) The percent of time or effort of personnel participating in the program;
- c) A copy of the Assurances Certification from each agency, receiving MVCPA funds (or reference to them, may be included in the body of the Interlocal Agreement);
- d) A description of activities to be undertaken by the subgrantee under the grant; and
- e) A provision for the applicant to be able to conduct monitoring or review records as required by law.

Applicants may provide letters of support during the application period. After the award, the recipient must provide final Interlocal Cooperation Contracts prior to the first payment being made. Failure to provide the agreements could result in delayed payment or modification of the award.

Applications for MVCPA funds where governmental units participate with non-governmental organizations or entities must provide contracts or agreements that provide appropriate financial protections for MVCPA, the applicant, and other governmental participants. Subgrantees shall be required to provide documentation meeting the same requirements as the applicants are required to provide. Subgrantees shall provide reports of any income generated under the grant. The agreement must also include assignment and coverage of liability. If non-governmental salaries are used as cash match, then the contract must include methods of transfer or credit and documentation to support the matching funds.

## **Prosecutor Agreements**

Applicants that are awarded grants must execute agreements between prosecutor offices and the grantee regarding property and monetary seizures. Copies of all agreements must be submitted to MVCPA. Asset forfeiture and seizure agreements that do not allow all program income to be retained by the grant funded program must be completed and approved by MVCPA prior to receiving payments on grants.

### **2.4.2 Special Program Conditions**

The MVCPA may require special conditions in any grant award. Grantees with special conditions shall not receive payments until the special conditions are met, unless otherwise stated in the conditions issued by MVCPA. Failure to meet special conditions may result in cancellation of the grant, or modification of the award amount or terms. Special conditions may be grantee or program specific, or may include one or more of the following:

- **Law Enforcement Training:** Grantees providing training or developing regional academies must provide a description of eligibility and requirements of attendees for MVCPA-funded training.
- **Procuring Consultants and Professional Services:** Grantees using more than \$10,000 in funds to secure professional services and/or consultant services approved in the MVCPA grant budget must develop and implement a contract monitoring process.
- **MVCPA Standard Form Contract between Grantee and Third Party:** An agreement or contract must be provided between the grantee and any third party participant or service provider.
- Other issues identified in the grant application that require action to be completed prior to issuance of grant payments.

## **2.5 GRANT REVIEW AND AWARD PROCESS**

Applicants shall submit applications in a manner and by the date prescribed in the RFA. All applications must be accompanied by a Resolution adopted by the governing body or Authorized Official supporting the application. All sections of the application must be completed. Applicants may be required to submit additional documents as attachments when required in the Request for Application (RFA). Required attachments shall be considered a component of the grant application and shall be included in the evaluation and scoring of the application.

Applicants who fail to meet the eligibility, submission, or program requirements shall be notified in writing that their application did not meet the requirements, after the review process has been complete. All decisions of the Motor Vehicle Crime Prevention Authority (MVCPA) Board are final and not subject to judicial review.

After submission, the MVCPA staff and board members shall review all of the grant applications which met the published requirements and that were certified complete and eligible to be reviewed. The MVCPA staff and Board member(s) shall score the grant applications. Questions may be asked by the MVCPA for clarification.

A scoring methodology approved by the MVCPA Board and director shall be maintained by the MVCPA director. The director, MVCPA staff and the board member(s) may review the scores together and discuss the submitted applications. Information outside of the application, or not submitted in a timely manner in the application, shall not be used in establishing the score. Scores shall be allowed to be changed one time for cause after the discussion with board members.

The director shall apply the scoring method and develop a recommended funding schedule for the MVCPA Board. The Board may vote to accept the recommended funding proposal or may adopt an alternative award schedule.

## **2.6 GRANT AWARD STATEMENTS AND ACCEPTANCE NOTICE**

The MVCPA shall publish a list of the grant award amounts adopted by the MVCPA Board. If the award amount is different from the amount requested then the applicant shall make modifications to the application, budget, activities, and supporting tables and forms to meet the awarded amount. The MVCPA staff shall provide written instructions to the applicant to modify their grant applications and budgets to align the application with the approved grant amount.

The modified document must include all costs needed to operate the program as funded for the year. The budget and the activities may be modified to reflect the actual amount funded. If the original resolution does not support the modified proposal a new resolution may be required.

Continued grantees with program income balances shall carry forward funds into the new fiscal year. The funds may be incorporated through the grant negotiation process, or a grant adjustment may modify the application with program income subject to the MVCPA director's approval.

After review and confirmation that the document is consistent with the award and any other requirements set by the MVCPA Board, the MVCPA director will provide the grantee's Authorized Official with a Statement of Grant Award. Authorized officials, program directors, and financial officers designated in the grant resolution, shall be notified of the award. The grant award notification contains the Statement of Grant Award, Special Conditions (if applicable), the grantee's modified application and the final Goals, Strategies and Activities. Each grantee shall carefully review the information and maintain electronic or hard copies of the information with its permanent records. Each applicant shall accept or reject a grant award in the form and manner prescribed by the MVCPA within thirty (30) days of the Statement of Grant Award issuance date. In any event, failure by an applicant to execute and transmit the Statement of Grant Award and Acceptance Notice within 30 days of the award date shall be construed as a rejection of the grant award.

MVCPA will also provide the Grant Administrative Manual and any other forms, documents, or updates to effectively manage the grant. MVCPA will also provide training and opportunities to discuss grant processes in monthly webinars.

The Statement of Grant Award and Acceptance Notice must be signed by the Authorized Official as designated in the resolution, scanned and returned via e-mail to [GrantsMVCPA@txdmv.gov](mailto:GrantsMVCPA@txdmv.gov). Signed Statement of Grant Award and Acceptance Notice shall be emailed to the MVCPA office within thirty (30) days of the award notice being issued.

All documents required to meet standard and/or special conditions must be submitted with the application within thirty (30) days of the award notice being issued or the grantee must request additional time, in writing, from the MVCPA director and receive the director's written approval.

## **2.7 MVCPA GRANT ASSURANCES**

MVCPA requires that grant funded jurisdictions follow the assurances specified in TxGMS, as adopted by reference in the Statement of Grant Award. These standard assurances are terms and conditions for receipt of grant funds. Administering agencies and local sub-recipients shall maintain an appropriate grant and contract administration system to ensure that all terms, conditions, and specifications are met.

An applicant makes and certifies that as a grantee, it and any subgrantee or program participant shall comply with the following conditions:

- Follow all applicable state and federal laws (43 TAC Rule §57.3 Compliance Adoption by Reference).
- Comply with MVCPA grant rules under Texas Administrative Code, Title 43, Part 3, Chapter 57 Motor Vehicle Crime Prevention Authority Administrative Manual and the Texas Grant Management Standards (TxGMS) as promulgated by the Texas Comptroller of Public Accounts.
- The Grantee shall manage the grant consistent with the local policies (such as human resources, civil service, purchasing, travel and equipment use, etc.) and any other local requirements not specifically required or prohibited by MVCPA rules or requirements.
- Provide copies to the MVCPA of any Annual Comprehensive Financial Reports (ACFR) including the A-133 Supplement, Management letters, and all other independent fiscal or program audits conducted by auditors, analysts, or reviewers.
- State funds provided by this act shall not be used to supplant state or local funds (Non-Supplanting Certification). Programs proposed in this application have not used grant funds to replace state or local funds that would have been available in the absence of MVCPA funds.
- No MVCPA grant funds, regardless of their source or character, shall be used in any manner to influence the outcome of any election or the passage or defeat of any legislative measure.

The following chart provides the approvals in the online system that are required for the various functions and certification related to MVCPA grants:

	Authorized Official	Program Director	Program Manager	Financial Officer	Due Date
<b>Grant Application</b>	X				Due date outlined in the RFA
<b>Statement of Grant Award and Acceptance Notice</b>	X				30 days after issuance of Statement of Grant Award
<b>Grant Adjustment</b>	X	X	X	X	As needed. No adjustment after July 31 <sup>st</sup>
<b>Quarterly Expenditure Report</b>				X or designee	30 <sup>th</sup> day after quarter. Final Expenditure Report due October 15 <sup>th</sup> . Delinquent after the last day of the month.
	Authorized Official	Program Director	Program Manager	Financial Officer	Due Date
<b>Quarterly Progress Report</b>		X	X		Quarterly: 15 <sup>th</sup> day after quarter ends. Delinquent after the last day of the month.
<b>End of Year Report</b>		X	X		October 15 <sup>th</sup>
<b>Inventory Report</b>				X or designee	October 15 <sup>th</sup> each year.
<b>LETTER</b>					
<b>Disposition of Equipment</b>		X	X	X	Submitted in on-line system as needed

### 3 GRANT ADMINISTRATION

The Grant Administration phase begins once MVCPA receives a signed Statement of Grant Award and Acceptance Notice. Grantees must follow these procedures and state law, rules, and regulations to administer the grant. Grantees are required to use local governance processes to implement programs. Grantees must ensure Financial Management Systems are implemented, the grant's progress is properly reported and tracked, and self-monitoring mechanisms are in place.

#### 3.1 REIMBURSEMENT PERCENT AND TOTAL PROGRAM BUDGET

MVCPA provides quarterly reimbursement based on the amount spent by grantees. The reimbursement percent provided on the Statement of Grant Award is the rate at which grantees are reimbursed of the total amount spent each period. Grantees expend local funds for allowable, reasonable and necessary costs and

receive reimbursement at the agreed reimbursement percent. The “in lieu of Cash Match” contributions provided or accounted for by NICB are deducted.

Introduction of Program Income through budget adjustments will alter the reimbursement percent and the payment calculation. Since program income is accounted for in the cash match column and is not a direct grantee revenue source, a change in program income changes the reimbursement percent.

Example:

Grant of \$100,000 with a program income match of \$10,000 and cash match of \$20,000 equals a reimbursement percent of 76.92%. ( $\$100,000 / \$130,000$ )

Adding an additional \$10,000 of program income to the grant through a budget adjustment, changes reimbursement percent to 71.43%. ( $\$100,000 / \$140,000$ )

The reimbursement percentage is different from the Cash Match percentage. Cash match percentage is the percent of grantees funds from all sources divided by the MVCPA award amount. Grantee must record actual expenses on expenditure reports and provide supporting documentation to account for all grant funds.

Example:

Grant of \$100,000 with a governmental match of \$20,000 equals a cash match of 20% ( $\$20,000 / \$100,000$ ).

Adding a program income match of \$10,000 to the grant would change the cash match percentage to 30%.

### **3.2 NON SUPPLANTING REQUIREMENT**

Supplanting is the replacement of other funds with MVCPA grant funds or using existing resources as cash match. Grant funds cannot be used to replace other funds that would otherwise be available for the same purpose or program. Specifically, jurisdictions may not reduce the amount that they spend for motor vehicle burglary and theft by moving costs or personnel into a grant funded program. The purpose of MVCPA grants is to supplement efforts, not replace them. In order to avoid supplanting, a grantee must expend the same (or more) amount of local funds as they did the previous year, if the grant amount is remaining the same or increasing. If a grantee wishes to reduce their local expenditures, they may do so without supplanting by reducing their grant request proportionately or returning funds proportionately to their reduction in spend.

Under Texas Administrative Code Title 43, Part 3, §57.9 each grantee shall certify with each Expenditure Report that state funds are not used to supplant other funds.

Positions which existed prior to grant award approval and that were funded from any source other than MVCPA grant funds are not eligible for grant funding or to be used as cash match. Existing employees of the grantee may be transferred from other positions to fill the positions in a grant program. However, the positions vacated must be filled promptly by additional transfers and/or new hires so that the grantee’s full staff of non-grant employees is not reduced in number.

If a grant program is reduced by 20% or more from the previous year, and as a result, grant funded positions



are transferred to other duties for the grant year, they may be returned to grant funding in the subsequent grant year. This exception is not available for any positions that have been off of the grant for more than one grant year.

### **3.3 GRANT ADJUSTMENTS**

A Grant Adjustment Request is an official request to make a budget or program change to a grant.

Grant adjustment requests should be a rare occurrence since effective grant management and grantees directed five percent (5%) flexibility in most grant budget categories should eliminate the need for most grant adjustments. MVCPA allows grantee directed transfers between categories of up to five percent (5%) of the total grant budget without the need for a grant adjustment, except for equipment, overtime, and out of state travel, which are controlled costs.

#### **3.3.1 Authorizations and Approvals**

All grant adjustments submitted shall be in accordance with the Resolution submitted by the governing body and consistent with local policy. The request to modify the grant shall be submitted electronically to the MVCPA at <https://MVCPA.tamu.edu>. Submissions shall only be made by grant officials who have been assigned the role to submit grant adjustments as recorded by the grantee in the MVCPA in the online system.

MVCPA staff shall review submitted grant adjustment requests within five business days to assess if the information provided is sufficient to make a determination for approval or denial. MVCPA shall provide a written response for grant adjustments that are denied. Approved grant adjustments will be indicated in the online system with the information either being displayed as a change in budget and reimbursement rate for budget adjustments or displayed text in the online adjustment request for program adjustment.

#### **3.3.2 Types of Grant Adjustments**

There are two types of Grant Adjustments: (1) Budget and (2) Program. The grant adjustments specified under Texas Administrative Code, Title 43, Rule 57.18 are required and fall under the two types of grant adjustments.

##### **3.3.2.1 Budget Grant Adjustment**

Budget adjustments are requests by the grantee to move funds from one budget category to another. Budget adjustments are generally limited to four (4) per year. These adjustments are performed in the online system by the program director, program manager or financial officer. These include:

- Transfers of funds among direct cost categories exceeding 5.0% of the total grant budget;
- Purchase or changes in equipment amounts, types, or methods of acquisition;
- Authorization to move funds into a direct cost category not authorized in the Statement of Grant Award;
- Authorization to use program income in excess of \$1,000 not reflected in the Statement of Grant Award;
- Authorization to use funds for a purpose or activity not provided in the original application;
- Authorization for out of state travel or overtime funds (including changes in amount), not in the Statement of Grant Award;
- Authorization of the use of Confidential Informant Funds not in the Statement of Grant Award;

- Changes in the post-grant liquidation periods from forty-five (45) to up to ninety (90) days;
- Change in use or amount of grant funds from the intended purpose as outlined in the Statement of Grant Award or a prior approved adjustment (example: switching approved LPR equipment to unapproved bait systems).

### **3.3.2.2 Program (scope) Grant Adjustment**

Program (scope) adjustments are requests by the grantee to change a program or operational element of the grant as originally proposed and funded. The program director or program manager submits a scope adjustment request in the online system. These include:

- Changes in the need, objectives, approach, or geographical location of the grant;
- Changes in the number or job descriptions of personnel specified in the grant agreement;
- Changes in participating or coverage agencies or
- Other changes in the grant agreement or when the Texas Grant Management Standards require prior approval.

### **3.3.2.3 The Grant Adjustment Process**

- 1) Grantee identifies an unanticipated financial or program change necessary to complete or enhance the mission or operation of the program.
- 2) Grantee identifies the grant award sections, budget categories and program goals, strategies and activities that will be affected by proposed changes.
- 3) Grantee submits a Grant Adjustment Request in the online system and fully describes how the grant award will be changed by the proposed request. Provide supporting documentation if needed.
- 4) MVCPA staff reviews the request within five (5) business days to request additional information or if the information provided is sufficient to make a determination of approval or denial.
- 5) MVCPA staff will indicate in the online system: 1) more information needed; 2) approval; or 3) denial. The system will update the application and budget.
- 6) An e-mail will notify the person that submitted the request if more information is needed or if the Grant Adjustment is denied.
- 7) No grant adjustment may be submitted after July 31 of each year without reasonable cause and permission of the MVCPA Director.
- 8) No grant adjustments are allowed for “in lieu of cash” without board action. Grantees may not increase the amount of “in lieu of cash” during the grant application cycle. Grantees that have an agency withdraw from their program that provides “in lieu of cash match” must provide cash or another qualifying agency to replace the withdrawn agency.

### 3.3.3 Deobligation

Grantees that have significant amounts of lapsed salaries or other decreased expenses early in the year, resulting in the possibility that all grant funds will not be spent, need to notify the MVCPA director as early as possible to discuss deobligation or voluntary reduction of the grant award. Significant lapsed funds may impact the amount of future grant awards.

### 3.3.4 Other Required Notices

Grantees shall always maintain their correct contact information with the MVCPA in the online system. Grantees are responsible for maintaining the correct contact information for the designated Program Director, Program Manager, Financial Officer, Authorized Official as well as the e-mail addresses, program location address, phone numbers and any other contact information required in the online system. Information must be updated in the online system within five (5) business days of any information changes. All changes shall be reflected in the online system (<https://MVCPA.tamu.edu>).

Grantees shall provide written notification to [grantsMVCPA@txdmv.gov](mailto:grantsMVCPA@txdmv.gov) for any changes of bank account information, comptroller mail codes, payment routing information or other deposit related financial issues within five (5) business days. Failure to maintain or provide correct information could result in delayed payments or failed notification of important grant information, requirements and deadlines.

## 3.4 FINANCIAL ADMINISTRATION

### 3.4.1 Standards for Financial Management Systems

The prescribed standard financial management conditions and uniform assurances are applicable to all grants and contracts executed between state agencies, local governments and other affected entities.

The Texas grant management standards are used *“to promote the efficient use of public funds in local government and in programs requiring cooperation among local, state, and federal agencies.”* These standards further that objective by providing awarding agencies and grantees with a standardized set of financial management procedures and definitions, requiring consistency among grantor agencies in their dealings with grantees, and ensuring accountability for the expenditure of public funds. State agencies are required to adhere to these standards when administering grants and other financial assistance agreements with cities, counties and other political subdivisions of the state. Specifically, grantee financial management systems must meet the following standards:

**Financial reporting** - Accurate, current, and complete disclosure of the financial results of grant related activities must be made in accordance with the financial reporting requirements of the grant.

**Accounting records** - Grantees must maintain records which adequately identify the source and application of funds provided for grant-related activities. These records must contain information pertaining to grant awards and obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

**Internal control** - Effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. Grantees must safeguard all such property and assure that it is used for authorized grant purposes.

**Budget control** - Actual expenditures must be kept within budgeted amounts for each grant.

**Allowable cost** - Applicable cost principles, agency program regulations, and the terms of grant agreements shall be followed in determining the reasonableness, allowability, and allocability of costs.

**Source documentation** - Accounting records must be supported by such source documentation as checks, paid bills, payroll records, receipts, timesheets, travel vouchers, and other records, etc. These source documents must be retained and made available for MVCPA staff, when requested.

**Cash management** - Grantees must establish reasonable procedures to ensure the receipt of reports on cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency.

**Reimbursement Grant** – All expenditures reported must be based on actual amounts paid and documented. Reporting budgeted amounts or estimated costs as expenditures are not permitted and if used may result in payment suspension and possible termination of the grant. In lieu of cash amounts are reported attributable by quarter based on the certification provided by NICB and DPS.

### **3.4.2 Costs Incurred Outside the Program Period**

Grant funds may not be obligated prior to the effective date or subsequent to the end date of the grant period without written permission of the MVCPA. All obligations must be consistent with the Statement of Grant Award and used for statutorily authorized purposes.

### **3.4.3 Basic Guidelines regarding Allowable Costs**

The following guidelines provide the framework to determine if something is an allowable cost of the grant. An allowable cost must:

- Be necessary, reasonable and allocable to the grant program;
- Comply with limitations of the grant agreement as well as other applicable state laws and regulations;
- Be allocated to the grant on a basis consistent with policies that apply to all activities of the grantee;
- Be accounted for on a consistent basis and in accordance with generally accepted accounting principles;
- Be adequately documented. Documentation required may include, but is not limited to, travel records, case and activity logs, time sheets, invoices, contracts, mileage records, fuel cards or logs, billing records, telephone bills, procurement documents, and other documentation that verifies the expenditure amount and appropriateness for the grant.

All costs incurred must be for substantially the same use as approved in the Statement of Grant Award or approved grant adjustments. In most cases, MVCPA allows grantee directed transfers between categories of up to five percent (5%) without the need for a grant adjustment. All grantee directed adjustments must be necessary, reasonable and allocable to the grant program. All changes in expenses shall support the MVCPA statutory purpose and mission.

Please refer to Texas Grant Management Standards, "General Provisions for Selected Items of Cost" for an expanded list of general guidelines to be used in establishing the allowability or un-allowability of certain cost items as well as rules for items requiring inventory tracking.

#### 3.4.4 MVCPA Specific Unallowable Costs

The following items are unallowable:

1. General Government Costs;
2. Losses over \$1,000 per year;
3. Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency;
4. Fines and penalties (except when incurred as a result of compliance with specific provisions of an award or contract, or with written approval from the awarding agency);
5. Credit card fees;
6. International travel, including passport charges;
7. Tips and gratuity;
8. Bar charges/alcoholic beverages;
9. Membership fees to organizations whose primary activity is lobbying; and
10. Funds or expenditures which benefit or enrich corporations or individuals
11. Gifts

#### 3.4.5 Other unallowable costs include

**Land Acquisition** - No grant funds that are awarded for renting, leasing, or construction of buildings or other physical facilities shall be used for land acquisition.

**Travel of State MVCPA / TxDMV Officials or Employees** - Grantees may not spend award related funds on transportation, lodging, subsistence, meals and other related travel expenses of awarding agency officials or employees.

**Bonuses or Commissions** - Grantees or Grantees' subrecipients cannot pay any bonus or commission to any individual or organization to obtain approval of an application for award assistance. Bonuses to officers or board members of for-profit or nonprofit organizations are not allowed. Additionally, MVCPA does not allow reimbursement for bonuses to specific employees. Across the board civil service contract salary adjustments are allowed up to the total payroll budget.

**Prohibited and Controlled Assets Equipment** – MVCPA funds shall not be used for the purchase of the following:

- Guns
- Ammunition
- Tracked armored vehicles
- Food other than travel expenses
- Beverages other than travel expenses or reasonable amounts for water, as provided by law.
- Alcoholic beverages

**Lobbying** - Grantees and Grantees sub-recipients must comply with all legal provisions related to lobbying as

appropriate. The lobbying cost prohibition applies to all award recipients. This includes dues to law enforcement associations who provide lobbying as part of their mission.

Grantees cannot use grant funds for the following purposes:

- Attempting to influence the outcome of any Federal, State, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity;
- Establishing, administering, contributing to, or paying for the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcome of elections;
- Attempting to influence (a) the introduction of Federal or State legislation; (b) the enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State legislature (including efforts to influence State or local officials to engage in similar lobbying activity), (c) the enactment or modification of any pending Federal or state legislation by preparing, distributing, or using publicity or propaganda, or by urging members of the general public, or any segment thereof, to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign, or (d) with any Government official or employee in connection with a decision to sign or veto enrolled legislation;
- Engaging in or supporting the development of publicity or propaganda designed to support or defeat legislation pending before legislative bodies;
- Paying, directly or indirectly, for any personal service, advertisement, telephone, letter, printed or written matter, or other device, intended or designed to influence a member of Congress or of a State legislature to favor or oppose, by vote or otherwise, any legislation or appropriation by either Congress or a State legislature, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation;
- Engaging in legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried out in support of or in knowing preparation for an effort to engage in unallowable lobbying;
- Paying a publicity expert for purposes unallowable under the anti-lobbying rules;
- Attempting to improperly influence, either directly or indirectly, an employee or officer of the executive branch of the State or Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter;
- All grantees must understand that no state appropriated funding made available under the grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government;
- Any violation of this prohibition may have criminal or civil liability;
- Any question(s) relating to the lobbying restrictions shall be submitted in writing to the awarding agency's ethics official (typically in the TxDMV Office of the General Counsel) by grantee.

**Fundraising** - Grantees may not charge as direct or indirect costs against the award the costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.

- The portion of a person's salary that covers time spent engaged in unallowable fundraising, and any indirect costs associated with those salaries, may not be charged to the award.
- An organization may accept donations (e.g., goods, space, services) towards fundraising, as long as the value of the donations is not charged as a direct or indirect cost to the award.
- Nothing in this section shall be read to prohibit a recipient from engaging in fundraising activities, as long as such activities are not financed by State or matching funds.

**Corporate Formation** - Unless specifically stated in the grant award agreement, the cost for corporate formation (startup costs) or maintenance may not be charged as either direct or indirect costs against the award.

#### 3.4.6 Bonding

Each nonprofit corporation directly receiving grant funds from the MVCPA must secure and maintain a \$25,000 commercial bond indemnifying the MVCPA against the loss and/or theft of MVCPA grant funds. The cost of such a bond is an eligible expense of the grant.

#### 3.4.7 Program Income

Program Income (PI) is any income generated by a grantee or subgrantee that is a direct result of the MVCPA award and funded activities. Program income means fees or money generated by using MVCPA program funded equipment or personnel. Direct result is defined as a specific activity or set of activities that are directly attributable to MVCPA grant funded programs and directly related to the goals, strategies and activities of the program.

Examples of PI include, but are not limited to:

- seized and forfeited assets that are sold;
- interest income;
- charges or fees received using grant funded personnel (e.g. VIN Inspections) or equipment;
- proceeds from grantee-provided training and related course materials which have been funded by the MVCPA grant program;
- restitution; and
- for accounting purposes only - proceeds from the sale of equipment or other assets originally purchased with grant funds.

Program income is subject to the same statutes, rules, regulations, and guidelines applicable to the use of the MVCPA funding.

Per TXGMS : “Proceeds from the sale of real property, equipment, or supplies are not program income; such proceeds will be handled in accordance with the TxGMS [Property Standards](#).”

MVCPA allows program income to be retained locally to support the grant funded program activities. Program income can be included in the original grant application reflected as cash match. It may also be introduced into the program through an approved budget adjustment request during the grant year also reflected as cash match.

#### **3.4.7.1 Asset Seizures and Forfeitures**

MVCPA program funded activities often result in vehicles and other assets being seized by the governmental entity and/or forfeited to the governmental entity. When these assets are sold, they become Program Income. This also includes all funds seized by law enforcement and all property seized by law enforcement which has been converted into funds. Once converted into funds, these funds must be used to support grant funded activities or meet grant requirements. Grantees must have prior written approval from the MVCPA director to use funds or assets for other purposes.

Asset Seizure and Forfeiture processes shall be consistent with and supported by local Prosecutor(s) Agreements. Grantees must execute agreements between prosecutor offices and the grantee regarding property and monetary seizures. Copies of all agreements shall be submitted to MVCPA. Asset forfeiture and seizure agreements that do not allow all program income to be retained by the grant-funded program and used to support local grant program purposes must be approved by MVCPA Board or the MVCPA Program Director prior to receiving grant payments.

Grantees earning Program Income from seizures and forfeitures are required to maintain documentation of the seizures and forfeitures received by the grantee agency including, but not limited to, seizure and forfeiture logs, and any other documentation required by statutes, rules, regulations, and guidelines applicable to the seizure and forfeiture of contraband.

#### **3.4.7.2 Program Income Reporting**

All program income earned during the grant period from grant activities shall be retained by the grantee and, in accordance with the grant agreement, shall be:

- Added to funds committed to the program by the MVCPA and grantee when approved by the MVCPA director and used for eligible program expenses and activities;
- Used to finance the non-MVCPA share of the program when approved by the MVCPA director; or
- Deducted from the total program costs for the purpose<sup>s</sup> of determining the net costs, on which the MVCPA share of costs shall be based.

All program income and expenditures shall be reported to the MVCPA on the financial expenditure report each quarter. Expenditures using program income of more than \$1,000 must be included in the Statement of Grant Award or have prior written approval from the MVCPA via grant adjustment.

Program income shall be carried forward to the next grant year and shall be reported each quarter on the expenditure reports. Grantees' final year-end expenditure report shall contain the balance carried forward each year.

If a grantee does not plan on carrying forward program income due to grant ending or other circumstances, a request to use the funds must be submitted prior to November 30 of each year to the MVCPA director on agency letterhead signed by the Authorized Official. After approval by the MVCPA Director a grantee shall



submit a final report on how funds were used with the final expenditure report.

#### **3.4.8 Match Guidelines**

There are two kinds of match: Cash Match and In-Kind Match. Match is subject to the same statutes, rules, regulations, and guidelines applicable to the use of the MVCPA funding.

##### **3.4.8.1 Cash Match**

MVCPA requires all grantees to contribute a minimum of 20% cash match, unless otherwise specified.

Cash match is:

1. Funds provided by the grantee, other public agencies and institutions, and private organizations and individuals participating in and to operate the program;
2. Documented use of National Insurance Crime Bureau personnel is allowed to be considered as Cash Match if approved in the application.

An allowable cash match shall only be applied to costs which are allowable with state funds. Match must be utilized ratably throughout the grant period. Examples of costs that can be recorded as Cash Match:

- Direct Salaries (including DPS and NICB personnel)
- Fringe Benefits
- Overtime
- Purchase of Vehicle
- Leased Vehicles Payments
- Supplies and operating expenses
- Travel
- Fuel & Maintenance

##### **3.4.8.2 In-Kind Match**

In-kind match that involves third party contributions or additional contributions used to supplement or augment the program are not calculated for reimbursement as part of the total program costs. In-kind match includes, but is not limited to, the valuation of non-cash contributions. In-kind match may be in the form of services, supplies, real property, and equipment.

Examples of In-Kind Match:

- Personnel costs
- Use of computers or other technologies
- Volunteers (professional or general)
- Use of agency vehicles
- Use of a building and utilities
- Contribution of desks and chairs

##### **3.4.8.3 Reporting Match**

For required cash or in-kind match, MVCPA may require reporting match expenditures quarterly throughout the grant period. The final expenditure report should reflect that the program met or exceeded the minimum

match required for the grant.

Cash match and in-kind contributions counting towards satisfying a cost sharing or matching requirement must be verifiable from the records of grantees. These records must show how the value placed on third party in-kind contributions was derived. In-kind match may be counted when agencies use existing positions to re-organize themselves into Taskforces.

#### **3.4.8.4 Alternative Allowed Match**

When alternate or “in lieu of Cash Match” are allowed and used, the grantee is responsible for the full amount of the match if an agency is not able to meet its obligation to the grantee. The grantee must provide certification of match amounts prior to the first grant payment (ex. a copy of an agreement with the entity contributing the alternative match showing monetary value, contributions and conditions of the match). A reconciliation report must be sent in with the final expenditure report to confirm that all alternative match requirements were met.

Grantees must provide documentation for MVCPA to clearly see the sources and types of match and its benefits. When alternative sources of match are allowed, two sets of records must be maintained by grantees and provided to MVCPA staff. One set of records must show the financial transactions of the agency ledger accounts and one set of records to document the allowed non-cash transactions.

### **3.5 CONFIDENTIAL AND CRIMINAL JUSTICE INFORMATION**

Grantees shall not upload or provide or upload the MVCPA with any information included in the below data sets unless requested to do so in writing by MVCPA. This limitation is designed to ensure data security.

#### **3.5.1 CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS)**

Per the U.S. Department of Justice Criminal Justice Information Services Security Policy, version 5.6, Criminal Justice Information (CJI) is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data. The following categories of CJI describe the various data sets housed by the FBI CJIS architecture:

1. Biometric Data—data derived from one or more intrinsic physical or behavioral traits of humans typically for the purpose of uniquely identifying individuals from within a population. Used to identify individuals, to include: fingerprints, palm prints, iris scans, and facial recognition data.
2. Identity History Data—textual data that corresponds with an individual’s biometric data, providing a history of criminal and/or civil events for the identified individual.
3. Biographic Data—information about individuals associated with a unique case, and not necessarily connected to identity data. Biographic data does not provide a history of an individual, only information related to a unique case.
4. Property Data—information about vehicles and property associated with crime when accompanied by any personally identifiable information (PII).
5. Case/Incident History—information about the history of criminal incidents.

The intent of the CJIS Security Policy is to ensure the protection of the aforementioned CJI until the information is: released to the public via authorized dissemination (e.g. within a court system; presented in crime reports data;

released in the interest of public safety); purged or destroyed in accordance with applicable record retention rules.

### **3.5.2 Texas Government Code § 552.117**

Texas Government Code Sec. 552. 021 Availability of Public Information holds that “Public information is available to the public at a minimum during the normal business hours of the governmental body.”

In regard to Texas Law Enforcement personnel: Per Texas Government Code Sec. 552.117 :

- (a) Information is excepted from the requirements of Section 552.021 if it is information that relates to the home address, home telephone number, emergency contact information, or social security number of the following person or that reveals whether the person has family members.

Grantees are not to provide any information to the MVCPA that would be in violation of the above unless requested by MVCPA in writing,

## **4 BUDGET CATEGORIES**

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The Statement of Grant Award will have an applicant’s final negotiated application attached along with the budget details for Personnel, Fringe, Overtime, Professional and Contractual Services, Travel, Equipment, and Supplies and Direct Operational Expenses.

Budget Category – means one of the seven (7) cost category lines indicated in the budget summary on the Statement of Grant Award.

Line Item – Means a specific item of cost listed in the budget summary page as an approved, reasonable and necessary expense to operate the grant program.

### **4.1 PERSONNEL**

Personnel services are allowable costs, provided that they are reasonable and necessary to enhance the program and/or meet the goals, strategies, and activities of the grant. Personnel services include, but are not necessarily limited to wages, salaries, and fringe benefits.

The grantee shall be responsible for determining that the following requirements are being met prior to the release of funds:

- Salaries are in accordance with local policy of the participating agency.
- Personnel are classified in accordance with the required qualifications for the position.
- Fringe Benefits are in accordance with local policy of the participating agency.

Within the original application, the grantee shall identify the number of personnel and the percentage of time each individual shall work on the grant. The Program Director or Program Manager is responsible for ensuring that the time charged to the grant meets the amount of time committed on the application. Where employees

are expected to work solely on a single state award or cost objective, charges for their salaries and wages shall be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications shall be prepared at least semi-annually and shall be signed by the employee or supervisory official having firsthand knowledge of the work. These certifications shall be maintained at the local level.

## **4.2 FRINGE BENEFITS**

Fringe Benefits are allowances and services provided by employers to their employees as compensation, in addition to regular salaries and wages. Fringe benefits include, but are not limited to: the costs of leave, employee insurance, pensions, unemployment insurance, benefit plans and other costs negotiated or required as terms of employment. These cost items are allowable to the extent that the benefits are reasonable, necessary and are required by law.

Payments to employees for annual leave, sick leave, holidays, court leave, military leave, compensatory time, and other similar benefits, are allowable if they are accrued and paid during the grant period and provided under established local leave policies.

## **4.3 APPROVED OVERTIME**

Overtime costs are allowable expenditures. They may be requested and approved as a distinct Budget Category. Overtime pay must not exceed 5% of MVCPA funded direct salaries (not including fringe benefits) during the grant year. Grantees shall pay overtime to positions required by federal law. Grantees may pay overtime or salary in excess of work hours if consistent with local policy or civil service agreements. A copy of the entity's overtime policy must be maintained by the grantee and available for review upon request. Overtime costs shall only be for MVCPA grant-related purposes. Program authorized overtime pay shall be used for MVCPA funded personnel and cash match positions only.

## **4.4 PROFESSIONAL AND CONTRACTUAL SERVICES**

### **4.4.1 General Guidelines**

Grantees may not use temporary personnel to replace Grant funded personnel without receiving prior written approval of the MVCPA director in multijurisdictional taskforces, employees in the non-administrative jurisdiction shall be shown in the award statement as contractual. Grantees are required to track and report the expenses of employees of participating agencies under the line items in the statement of grant award budget (Personnel, fringe and overtime)

Other types of Professional and Contractual Service costs are allowable expenses, if they are reasonable and necessary to enhance the program and/or meet the goals, strategies and activities of the grant. Grantees that utilize a service via a third party under contract, shall itemize all costs payable to that contractor under the Professional and Contractual Services budget category.

#### Examples of Professional and Contractual Service Costs:

- Consultants
- Trainers
- Counselors
- Evaluators
- Auditors
- Subgrantee personnel

Grantees shall provide invoices or other source documentation (e.g. a demand letter from the sub-grantee) for all MVCPA related contract and professional services paid during the period. The demand letter should be on letterhead and include an authorized signature. Please note, NICB expenses are not paid by the grantee and per TXGMS require verification that grant work was preformed – this documentation should be retained by the grantee.

#### **4.4.2 Fees**

Consultant fees for appropriately qualified individuals shall be reasonable and consistent with industry market rates for the type of work being performed. The payment may include actual time for preparation, evaluation, and travel subsistence costs, in addition to the time for work/presentation/performance. Procurement of professionals and contract services must be in accordance with the Texas Government Code, Texas Local Government Code, TxGMS and local procurement requirements as applicable.

#### **4.4.3 Consultant Guidelines**

In addition to Texas Government Code, Local Government Code and local requirements the following apply to consultants:

##### **Consultants Associated with Educational Institutions**

The maximum daily rate of compensation that shall be allowed is the consultant’s academic salary projected for twelve (12) months divided by 260. These individuals normally receive fringe benefits which include sick leave for a full 12-month period even though they normally work only nine (9) months per year in their academic positions.

##### **4.4.3.1 Consultants Employed by State and Local Governments**

Compensation for these consultants shall be allowed only when the unit of government will not provide their services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

##### **Consultants by For Profit and Nonprofit Organizations**

These organizations shall be subject to competitive procurement and bidding procedures specified in UGMS. Grantees shall follow all applicable state and local laws, ordinances, and regulations.

##### **4.4.3.2 Independent Consultants**

The rate of compensation for Independent Consultants must be reasonable and consistent with that paid for similar services in the marketplace.

##### **4.4.3.3 Contractual Requirements and Conditions**

The requirements with respect to arrangements for services with individuals, other government units, and non-governmental organizations are as follows:

#### Individual Consultant

1. Dual compensation is prohibited (i.e., the individual may not receive compensation from his/her regular employer and the retaining grantee for work performed during a single period of time even though the services performed benefit both);
2. The contractual arrangement must be in writing and consistent with the grantee's usual practices for obtaining such services;
3. Time and/or services for which payment shall be made and rates of compensation are set out and shall be supported by adequate documentation; and,
4. Transportation and subsistence costs for travel performed are at an identified rate consistent with the grantee's general travel reimbursement practices.

#### 4.4.3.4 Units of Government

Rates and the work or services for which reimbursement is claimed must be directly and exclusively devoted to grant purposes and charged at rates not in excess of actual cost to the "contracting" government agency.

#### 4.4.3.5 Other Non-Governmental Organizations

1. The contractual arrangement must be in writing and consistent with the usual practices and policies of the grantee in contracting for or otherwise obtaining services of the type required;
2. The customary fixed fee or profit allowance in cost-type arrangements does not exceed 10% of total estimated costs; and,
3. Must be consistent with all applicable state and local laws, ordinances, and regulations.

### 4.5 TRAVEL

Travel budgets are intended for use by personnel whose time is devoted to the grant funded activities at or above 50% of their gross annual salary. Travel for personnel dedicated less than 50% to the MVCPA shall be specifically authorized for travel in the grant award or the travel requires prior approval of the director of MVCPA.

Travel costs are allowable for expenses for transportation, lodging, and related incidental costs by employees traveling on official business. These costs shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by local agency. The grantee's current travel policy which includes allowances for mileage, meals and lodging must be followed. If a grantee does not have a current approved travel policy, travel expenditures must be consistent with the State of Texas Travel Management Plan requirements.

All in-state and out-of-state travel estimates shall be itemized in the approved budget. If travel estimates are not itemized in the approved budget, then a grant adjustment must be submitted and approved before travel occurs. Travel request details in grant adjustments must include: 1) how the event is related to grant activities; 2) how attendance at the event shall impact the program's goals and objectives; and 3) provide justification as

to why agency personnel must go out-of-state, rather than attend a similar training in-state. Registration fees shall be reported in the Supplies & DOE budget schedule.

#### 4.5.1 Travel Documentation

Travel costs must be properly documented in order to be reimbursable. Employees must document travel costs with travel vouchers, receipts, or other comparable documentation. Auditable documentation must be maintained by the grantees to include the following:

- Name of the individual claiming travel reimbursement
- Destination and purpose of the trip, including how it was necessary to accomplish the objectives of the grant program
- Travel dates and times
- Mileage
- Lodging
- Meals
- Rental car (mileage is not reimbursed for a rental car—only the cost of gasoline is reimbursed)
- Airline
- Incidentals, such as hotel taxes, copying of materials, etc.
- Total travel cost per employee

Travel costs that are not supported by proper documentation, as described above, are unallowable expenses for MVCPA grants and are subject to disallowance.

## 4.6 EQUIPMENT

Grantees shall use, manage, and dispose of equipment acquired under a grant in accordance with state law, rules, and these procedures provided that the procurement conforms to applicable state law and the standards identified in TxGMS. and Texas State Comptrollers website.

**Equipment** – “Equipment” means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of (a) the capitalization level established by the governmental unit for financial statement purposes, or (b) \$5,000. Also included are “Special Items of Cost” as provided earlier in the definition of equipment.

MVCPA funded equipment shall be used directly to increase apprehension of persons committing burglary and theft of motor vehicles, recovery of stolen vehicles and property, and the clearing of cases through arrest or exceptional means. Personal and incidental use of grant program equipment is not allowed.

In order to purchase equipment with grant funds or program income, a grantee must demonstrate to the MVCPA that the requested equipment is necessary to the successful operation of the grant program. Each piece of equipment must be individually approved by the MVCPA through the original grant application or in a subsequent grant adjustment request, prior to the purchase of such equipment. Equipment purchased prior to MVCPA approval, shall not be considered an allowable cost.

The MVCPA Board has voted to allow program income to fund motor vehicle crime detection and apprehension technology and equipment (surveillance equipment, VIN detection equipment, cameras, bait equipment, Purchased LPRs, etc.) up to 100% subject to the terms and conditions of the grant adjustment process. Other Items require a minimum cash match contribution of 20%.

**4.6.1 Special Items of Costs (also known as Listed Items) - Controlled (\$500.00 to \$4,999.99)**

Class Code	Property Item
129	SOUND SYSTEMS AND OTHER AUDIO EQUIPMENT
130	CAMERA – PORTABLE – DIGITAL, SLR
131	TVs, VIDEO PLAYERS/RECORDERS
204	COMPUTER, DESKTOP
218	DATA PROJECTORS
219	SMARTPHONES, TABLETS & OTHER HAND HELD DEVICES
284	LAPTOP COMPUTERS
735	UNMANNED AERIAL VEHICLE (UAV) DRONES

Purchased Vehicle - The MVCPA Board has prohibited the exclusive use of program income to purchase vehicles without prior MVCPA Approval.

Vehicles purchased for grantee use must be used for grant purposes. Use logs are required and must be available for MVCPA inspection, upon request. An agency vehicle use policy is required to be maintained in the grantee’s files for each grant program. If an agency does not maintain a policy, grant programs are required to follow rules and regulations promulgated by the Texas Comptroller of Public Accounts for state property management and vehicle use.

Vehicles owned or purchased for grantee use must have MVCPA Director’s written approval prior to be used as bait vehicles.

**4.6.1.1 Vehicle Purchase Policy**

Grantees with prior approval may purchase vehicles appropriate for the stated and intended use to support grant activities. Grantees may use MVCPA funds and Cash Match funds (including program income) to purchase vehicles when approved. If not included in the original application, grantees must submit a budget adjustment to move funds or obtain authorization. The following apply to purchase vehicles:



- 1) All budget adjustment requests to purchase vehicle must be submitted to the MVCPA director stating:
  - a. type of vehicle;
  - b. intended use of vehicle; and
  - c. how the purchase supports grant funded activities.
- 2) The MVCPA director will consider age of fleet and number of vehicles per officer prior to approval; and
- 3) If the grantee does not accept a decision of the MVCPA director, the Grantee may request a Board Review to present their information and obtain a decision.

#### **4.6.2 Property Management Standards**

All property purchased with grant funds, match, or program income must be used and managed to meet the statutory purposes of combating motor vehicle burglary and theft. Grantees shall use their agency's property management procedures, policies, and standards. In addition, the property management systems used shall comply with the following:

##### **4.6.2.1 Property Policies**

Policies and procedures regarding the acquisition and disposition of property acquired with grant funds must be based on three primary considerations:

- The function of a property in facilitating successful program activities;
- The necessity for ensuring that grant funds are properly used and accounted for; and
- The desirability of simplifying administrative accounting and reporting requirements.

All grantees utilizing grant funds for the acquisition of property are responsible for establishing and maintaining systems for the effective management of such property.

##### **4.6.2.2 Property Management Systems**

Grantees shall use their own local government's property management systems to acquire, use, dispose and replace equipment purchased with grant or cash match funds. The grantee systems must conform to all applicable rules, procedures, state, and local laws, rules and regulations. Grant-related assets shall also be maintained accurately on the GMTS System. The required elements on the GMTS follow the Texas Grant Management Standards promulgated by the Texas Comptroller of Public accounts and shall include:

- Asset Class # - from pulldown menu provided by MVCPA
- Item Description
- Model Year
- Make
- Model #
- Vehicle Use - from pulldown menu provided by MVCPA
- Serial/VIN #
- How acquired - from pulldown menu provided by MVCPA
- Who holds title - from pulldown menu provided by MVCPA
- Acquisition Date
- Cost
- MVCPA Percent of Cost

- Location
- Use Condition - from pulldown menu provided by MVCPA
- Date of Disposal
- Disposal Method - from pulldown menu provided by MVCPA
- Sale Price
- Other Information as required by TXGMS

#### **4.6.2.3 Use**

A grantee shall use equipment acquired under a grant in accordance with state law, rules, and these procedures and the use shall meet the following requirements:

- Equipment must be used by the grantee in the program or for program purposes for which it was acquired as long as needed, whether or not the program continues to be supported by state funds;
- Grantees must seek and obtain approval in writing prior to using equipment on other programs or uses, clearly stating the timeframe and alternative purpose for use;
- Grantee shall also make equipment available for use on other MVCPA funded programs or motor vehicle crime programs currently or previously supported by the state government, providing such use does not interfere with the work on the programs or programs for which it was originally acquired;
- The grantee shall not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services;
- When acquiring replacement equipment, grantee may use the equipment to be replaced as a trade-in the equipment and use the value to offset the cost of the replacement equipment, subject to prior written approval of the MVCPA director; to be obtained in the MVCPA Grant Management System.
- Adequate maintenance procedures shall be implemented to keep the property in good condition; and
- When the grantee is authorized or required to sell the property, the grantee shall use their own local government's property management systems sales procedures. The procedures shall provide for competition to the extent practical and result in the highest possible return (Self-dealing is prohibited).
- All dispositions of MVCPA Inventory must be pre-approved through the MVCPA Grant Management System.

#### **4.6.3 Loss, Damage, or Theft of Equipment**

Grantees, at their own expense, are responsible for replacing or repairing property which is willfully or negligently lost, stolen, damaged, or destroyed. Grantees shall investigate any loss, damage, or theft of the property and fully document the loss, damage, or theft and submit the findings of the investigation to MVCPA. Responsible or negligent parties must be identified by the grantee to determine grantees' appropriate action.

In the event of loss, damage, or theft, the MVCPA shall be promptly notified and provided with all documents relating to the matter. The Texas Comptroller of Public Accounts has determined that grant funds used for

losses are limited to \$1,000 in a twelve-month period and then only as appropriate. Casualty insurance is an allowable cost. The use of cooperative or jurisdictional pooling for loss coverage is an allowable cost as long as it is directly attributable to grant funded assets. Indirect or estimated contributions for self insurance coverage are not permitted.

#### **4.6.4 Replacement of Equipment**

When equipment with an acquisition cost of \$1000 or more is no longer efficient or serviceable and the grantee continues to need the equipment in its motor vehicle burglary and theft reduction efforts, the grantee may replace the property through trade-in or sale and purchase of new property, provided the following requirements are met:

1. Grantees must obtain the written approval of the MVCPA director through the GMTS prior to entering into the negotiation for the replacement or trade-in of equipment. The request must include a commitment to obtain the fair market value for the transaction.
2. If the property is traded in, the value credited for the property must be the fair market value.
3. The equipment must be obtained in the same transaction as the “trade-in” to show that the sale and the purchase are related.
4. Replacement of equipment through trade-in is not a disposition of such equipment and the MVCPA interest in the equipment shall be transferred to the equipment replacement. MVCPA’s share of the equipment replacement shall be computed as follows:
  - (A) The proceeds from the sale of the original equipment or the amount credited for trade-in shall be multiplied by the MVCPA’s share (percentage) to produce a dollar amount.
  - (B) The percentage ratio of the dollar amount plus any additional MVCPA contribution to the total purchase price of the equipment replacement shall be MVCPA’s share of the equipment replacement.
5. The equipment replacement shall be subject to the same instruction on use and disposition as the equipment that is replaced.
6. Equipment replacement must serve the same function as the original equipment.

#### **4.6.5 Donated Equipment**

When a grantee receives a donated physical asset in the form of a piece of equipment, the grantee shall notify the MVCPA to discuss whether it is proper to include the property into the inventory. Determination will be affected by: if the item is expected to be returned (some bait cars), if the gift was to the police or sheriff department but provided to the taskforce, or other limitations on the gift. If agreed to place into the inventory, the equipment shall be properly valued and a gifts in-kind donation receipt shall be issued with the necessary information to enter in the inventory form.

#### **4.6.6 Disposition**

Grantees shall dispose of equipment acquired under MVCPA grant programs with written approval of the MVCPA director through the GMTS prior to disposition. Grantees shall adhere to the following disposition requirements for nonexpendable personal property:

- A grantee may use nonexpendable non-inventoried personal property with a current per-unit fair market value of less than

\$1,000 for other activities without reimbursement to the MVCPA, or sell the property and post the proceeds

to program income. Methods used to determine per-unit fair market value must be documented, kept on file, and made available to the MVCPA upon request.

- A grantee may retain nonexpendable non-inventoried personal property with a current per-unit fair market value of \$1,000 or more, provided that compensation is made to the MVCPA if directed. The amount of compensation shall be computed by applying the percentage of MVCPA participation in the cost of the original program or program to the current fair market value of the property.
- If the grantee has no need for the inventoried property and the property has further use value, the grantee shall request disposition from the MVCPA through the GMTS system. The MVCPA shall review and approve or deny the request online to the grantee no later than thirty (30) days after the grantee's request, and the following procedures shall govern:
  - If so instructed, the grantee shall sell the property and deposit the funds to the grantee's program income for use to offset future grant payments or use the funds to expand the operation of the grantee.
  - By prior agreement, the grantee may be instructed to ship the property to other agencies needing the property, the grantee shall be reimbursed by the receiving agency with an amount which is computed by applying the percentage of the grantee's participation in the cost of the program or program to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred.

## **4.7 SUPPLIES AND DIRECT OPERATING EXPENSES**

### **4.7.1 General Guidelines**

All items included in Supplies and Direct Operating expenses must be related to the day-to-day operation of the MVCPA grant-funded program. Itemized expenses must be allowable, reasonable and necessary to enhance the program and/or meet the goals strategies, and activities of the grant.

Rent and lease expenses/costs must be the actual cost if property is not owned by grantee. Use allowance or depreciation may be submitted in the grant application for grantee owned property.

Office supplies and other miscellaneous small items may be combined into one-line item. Pens, paper clips, paper, etc. can be included within the standard Office Supplies line item.

The cost per month of any leased vehicle cannot exceed the approved amount in the program budget. The MVCPA and Cash Match portion is limited to the approved limit. Any overage may only be reflected as in-Kind match. Requested costs for leasing vehicles shall include the number of vehicles to be leased and the fee per vehicle. When sharing use of items between programs the costs must be prorated in the grant budget to properly reflect the allocation.

Examples of Supplies and DOE items:

- Vehicle lease
- LPR non ownership related Services

- Fuel and maintenance
- Registration fees
- Office Supplies
- Postage
- Printing
- Confidential Funds
- Rent
- Property and Casualty Insurance
- Education and informational materials
- Uniforms

#### **4.7.2 Rentals / Leasing**

All leases must include a detailed description of the lease and equipment in the application. Costs for leasing vehicles or equipment shall include the number of vehicles or equipment to be leased, and the estimate per vehicle or equipment unless it is a lease-to-own purchase which would then be considered an equipment purchase.

#### **4.7.3 Vehicle Rental / Lease costs**

Rental costs are allowable to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and, the type, life expectancy, condition, and value of the property leased.

The maximum amount attributable to grant funds including cash match is the approved budgetary amount per vehicle per month. Grantees may use in-kind funds above this amount.

Rental costs under sale and leaseback arrangements are allowable only up to the amount that would be allowed had the governmental unit continued to own the property.

Rental costs under less-than-arms-length leases are allowable only up to the amount that would be allowed had title to the property vested in the governmental unit. For this purpose, less-than-arms-length leases include, but are not limited to, those where:

- One party to the lease is able to control or substantially influence the actions of the other;
- Both parties are parts of the same governmental unit; or
- The governmental unit creates an authority or similar entity to acquire and lease the facilities to the governmental unit and other parties.

Rental costs under leases which are required to be treated as capital leases under GAAP are allowable only up to the amount that would be allowed had the governmental unit purchased the property on the date the lease agreement was executed. This amount would include expenses such as depreciation or use allowance, maintenance, and insurance. The provisions of Financial Accounting Standards Board shall be used to

determine whether a lease is a capital lease. Interest costs related to capital leases are allowable to the extent they meet the criteria in “interest” section of TxGMS, Chapter 783.

#### **4.7.4 Educational Programs**

Educating the public is an important strategy for preventing crime and this concept is included in the MVCPA enabling statute. Grantees may use MVCPA funds consistent with the Statement of Grant Award to help vehicle owners understand the magnitude of the motor vehicle crime problem and to know steps they can take to protect themselves and their property. Educational programs and marketing expenditures must be directed toward promoting behavior in the community that reduces motor vehicle crime.

Applicants shall have the ability to choose from a predetermined list the type of activities they shall conduct to meet the goal and the two strategies. If an applicant has identified additional activities, they may also list them in the application. An applicant should include a budget line item to pursue the selected activities.

#### **Suggested Education Programs Strategy**

Establish partnerships with community led organizations, auto crime prevention organizations, the insurance industry, and businesses. Submit newsletters articles, provide presentations, and participate in community events.

#### **Purchasing Promotional Items and Media**

Funds may be used by the MVCPA grantees for promotional items to enhance auto theft crime prevention efforts. Items such as pens, magnets, T-shirts, bags, or hats may be purchased with MVCPA funds to distribute at public awareness/educational events. Funds may be provided for program promotion through paid advertisement, such as billboards, television, newspaper, or radio announcements. Production costs for public service announcements are an allowable expense. It is the intent of the MVCPA to promote the grant program activities and prevention efforts with these funds.

The following guidelines must be followed before purchasing educational or informational material:

- Some printed material, educational material and informational material may be available from the MVCPA.
- All grantees using items with the MVCPA trademarks, service marks slogans or copyrighted and trademarked material must maintain a current license agreement. The agreement will be updated at least once every four years.
- The use of MVCPA grant funds which includes use of the logo, slogan, or name of the Authority must be approved by the director of MVCPA prior to production.
- An estimate and proof of the item must be submitted to MVCPA for approval.

#### **4.7.5 Confidential Funds**

**WARNING: ANY INFORMATION TRANSMITTED TO MVCPA REGARDING CONFIDENTIAL FUNDS MAY BE SUBJECT TO DISCLOSURE UNDER THE TEXAS PUBLIC INFORMATION ACT (OPEN RECORDS REQUEST).**

Confidential funds associated with covert or normal operations of law enforcement are an allowable grant item

if they are reasonable and necessary to enhance the program and/or meet the goals, strategies, and activities of the grant. Only agencies with Confidential Fund and Informant policies shall be allowed to submit costs for reimbursement. The agency shall submit the policy to the MVCPA upon request. The agency will be required to reimburse any expenses to MVCPA not made in accordance with their agency policy.

The grant funds portion amount requested and spent cannot exceed \$5,000 for the grant year.

Grantees must ensure that the controls over disbursement of confidential funds are adequate to safeguard against the misuse of such funds. Therefore, a signed certification that the program director has read, understands, and agrees to abide by the provisions of the grantee's internal procedures which shall incorporate the following elements:

- Imprest Fund - The funds authorized shall be established in an imprest fund which is controlled by a bonded cashier.
- Advance of Funds - The supervisor of the unit to which the imprest fund is assigned must authorize all advances of funds. Such authorization must specify the purpose of the information to be received, the amount of expenditures, and the assumed name of informant.

Confidential expenditures include the following types of purchases and shall be authorized for grantees at the county and city level of law enforcement.

- Purchase of Services (PS) This category includes travel or transportation of a nonfederal officer or an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft or boat, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment, and similar expenses for undercover purposes, within reasonable limits.
- Purchase of Evidence (PE) This category is for the purchase of evidence and/or contraband such as stolen property, counterfeit tax stamps, counterfeit car titles, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime.
- Purchase of Specific Information (PI) This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified under PI and charged accordingly.

These funds shall only be used:

- when the particular merits of a program/investigation warrant the expenditure of these funds.
- when requesting entities are unable to obtain these funds from other sources.

#### **4.7.5.1 Informant Files**

Informant files are confidential files of the true names, assumed names, and signature of all informants to whom payments of confidential expenditures have been made. These records must be maintained locally in accordance with state and local law.

#### **4.7.6 Indirect Costs**

Indirect costs are not allowable expenses in MVCPA Grants. Indirect costs are those: incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

# 5 REPORTING GUIDELINES

Grantees are responsible for managing the day-to-day operations of the grant, providing the financial administration and fulfilling the legal purposes of the funds and the activities indicated in the Statement of Grant Award and attached Goals, Strategies, and Activities (GSA) section of the approved award document. Grantees must maintain adequate documentation to demonstrate the activities and events are performed with grant funds. Grantees must document and monitor grant supported activities to ensure compliance with applicable statutorily required performance measures and the agency selected or unique agency developed activities in the GSAs.

## 5.1 PROGRESS REPORTS (PR)

### 5.1.1 Progress Reporting

Progress Reports shall be submitted electronically to the MVCPA at <https://MVCPA.tamu.edu>. Submissions shall only be made by grant officials that have been assigned the role to submit Progress Reports as recorded by the grantee in the MVCPA in the online system. Data submitted in the progress report must be only from grant funded activities. If the grantee provides data in the report that is not as a result of grant funded activities, it must be clearly indicated and explained in each quarterly report. All grantee Progress Reports are due by the fifteenth (15<sup>th</sup>) day of the following month. If the fifteenth (15<sup>th</sup>) day falls on a weekend or holiday it must be submitted on the following business day. The Progress Report will be considered delinquent if it has not been received before the last day of the month. The end of year report is due on October 15<sup>th</sup> of each year. Grant payments may be withheld until reports are submitted.

Table 1: Progress Report Deadlines	
Progress Period Start Date	PR Deadline (5:00 PM CT)
September – November	December 15
December – February	March 15
March-May	June 15
June-August	September 15
Sept. 1– Aug. Final Report	October 15

- Each grantee shall submit all required reports in accordance with the instructions provided in the MVCPA Grant Administrative Manual (GAM).
- Grantee must submit required reports to the MVCPA as defined in section 5.1.1 of the Grant Administrative Manual or will be in violation unless grantee has received prior instructions from the MVCPA to submit after the delinquent date due to the submission influencing another report.
- MVCPA will use grantee webinars and email to remind grantees of due dates for reports. A notice of grant violation will be sent to Grantees, via email, five days after it is considered in delinquent status. Requests for an extension must be submitted prior to the deadline, with proper justification and may be approved by the MVCPA director or MVCPA board designee.



- Grantees who fail to submit a delinquent report within 5 days after receiving notice of a grant violation may be subject to administrative penalties.
- Grantees have 15 days after receiving a deficient or grant violation notification to request an appeal.
- The MVCPA director or MVCPA board designee will determine the outcome of the grant appeal.
  - 1st Violation – Grantee Receives a warning
  - 2nd Violation – Grant violation letter
  - 3rd Violation – Notification to the Board
  - 4th Violation – Withholding of funds until MVCPA Director and MVCPA Board designee is provided satisfactory evidence that the violation has been corrected and an action plan is in place to prevent future violations.

**5.1.2 5th Violation – Notification to the MVCPA Board and suspension until the board is presented with satisfactory evidence that the violation has been corrected or the grant is terminated.**

### **5.1.3 Progress Report Form**

The MVCPA grantee performance report is divided into the following sections:

<b>Grantee Cover Page</b>
<b>Statutory Requirements</b>
<b>Goal 1:</b> Reduce the incidence of Motor Vehicle Theft Through Enforcement Strategies. <b>Strategy 1:</b> Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Motor Vehicle Theft.
<b>Goal 1:</b> Reduce the Incidence of Motor Vehicle Theft Through Enforcement Strategies. <b>Strategy 2:</b> Conduct Collaborative Efforts that Result in Reduction of Incidents of Motor Vehicle Theft.
<b>Goal 1:</b> Reduce the Incidence of Motor Vehicle Theft Through Enforcement Strategies <b>Strategy 3:</b> Prevent and Reduce the Incidence of fraud-related motor vehicle crimes.
<b>Goal 2:</b> Reduce the Incidence of Theft From Motor Vehicles Through Enforcement Strategies. <b>Strategy 1:</b> Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Burglary of Motor Vehicles, and Theft of Vehicle Parts and Accessories.
<b>Goal 2:</b> Reduce the Incidence of Theft From Motor Vehicles Through Enforcement Strategies. <b>Strategy 2:</b> Conduct Collaborative Efforts that Result in the Reduction of Incidents of Theft From a Motor Vehicle.
<b>Goal 3:</b> Educate/Train Citizens and Qualified Personnel in Detection and Prevention of Motor Vehicle Theft, Burglary of Motor Vehicles, Theft of Vehicle Parts and Accessories and Fraud. <b>Strategy 1:</b> Conduct Public Awareness Related Activities Used to Educate Citizens.
<b>Goal 3:</b> Educate/Train Citizens and Qualified Personnel in Detection and Prevention of Motor Vehicle Theft, Burglary of Motor Vehicles Theft of Vehicle Parts and Accessories and Fraud. <b>Strategy 2:</b> Conduct Law Enforcement Training Activities to Educate Officers on Recognition and Apprehension of Stolen Vehicles and Property.
<b>Section 4: Border Security - Bridge / Port Operations</b>
<b>Section 5: Other Crime Reporting Associated with BMV/MVT</b>
<b>Section 6: Quarterly Summary</b>
<b>Section 7: Individual Stories or Success for Quarter</b>

#### 5.1.4 Completing the Progress Report Each Quarter

Grantees' statement of grant award identifies which activities the grantees targeted themselves to perform. Grantees record reportable events in the Progress Report Form each month and submit it each quarter.

- Progress Report pages reflect the grantees' **Target Number** for each Activity and/or Unique Activity (if applicable). Enter the actual performance data demonstrating progress toward meeting or exceeding this target. Only quantitative (numeric) data should be entered in the "Target" row and reporting "Month" column.
- Grantees may report as of the last day of each month.
  - Fill out the boxes for the each of the 3-month periods
  - Enter the number for any listed activities performed for each month of the quarter
  - Enter zero for targeted activities not performed for each month of the quarter;
  - Leave boxes empty for items not targeted and not performed
- Providing additional information does not relieve the grantee from their obligation to perform the activities specified in their statement of grant award nor does it serve as a grant adjustment.
- Ensure that all entered data and reporting period are correct, before submitting.

##### 5.1.4.1 Quarterly Summary

Grantees are required to submit qualitative and informational summaries. The quarterly summary provides information to help MVCPA be aware of local and statewide issues and coordinate responses. The response items are:

1. Describe the major accomplishments for this quarter;
2. Describe any issues or problems in operating the grant program and possible solution encountered this quarter;
3. Describe any personnel or contractor changes made during this quarter;
4. Describe any upcoming events, activities, or initiatives;
5. Other Information may include departmental data elements and reports.

##### 5.1.4.2 Individual Stories or Success

Grantees are required to provide success stories to help shape communication about MVCPA funded programs. A success story would consist of specific examples that occurred during the reporting period that exemplifies the work a grant funded program engages in to combat motor vehicle crimes. The fields are:

- Significant contributions or success stories involving NICB, DPS, or other agents assisting the taskforce in the grant funded activity/program. (**Required for all agencies using DPS or NICB as "in lieu of Cash Match"**).
- Success stories where the grant funded activity was successful or made significant progress in combating motor vehicle crime.
- Any press conference or media coverage.
- Legislator(s) notified, invited, or involved in press related events (please provide legislators' name and office).
- Stories where the grant funded program/activity helped individuals or victims in the community.
- Stories where the grant funded activity/program helped other law enforcement agencies (or departments

within grantees' agency).

Use the appropriate field to enter in summaries of the success stories. If possible, include hyperlinks to the corresponding news stories. Use the upload document function to provide news items or documents suitable for reproduction.

#### **5.1.4.3 Off-Cycle Grant periods**

Each grant period is stated on the Grant Award. The "normal" grant cycle is 1-September to 31-August.

All due dates will be based on the stated grant period. The examples in this document are based on the "normal" grant cycle.

e.g. in a "normal" grant year the final Expenditure Report is due October 15<sup>th</sup> (45 days after the end of the grant year). If the year were to end on March 31<sup>st</sup>, the final ER would be due May 15<sup>th</sup>. (45 days after the end of the grant year)

#### **5.1.4.4 Final or End-of-Year Performance Report**

The End-of-Year Progress Report is due on October 15<sup>th</sup> of each year. This report will provide grantees' analysis of grant activities. Grantees shall provide local or outside evaluation results, identify trends and concerns, and draw conclusions about the success of the program and its impact. Grantees may describe any unanticipated outcomes or benefits from the program and any barriers that may have been encountered.

- Enter the start and end dates for the final grant cycle. The reporting period for your final performance report covers the entire grant cycle period of the program.
- Describe the reasons for any data discrepancies (i.e., discrepancy between the target number and actual number.
- An explanation if progress was not made and steps for addressing the issue.
- How data and information were used to make improvements in the program.
- Describe any challenges and successes during the grant cycle.
- Any other information that would help to explain the information given.
- Choose best stories from Quarterly Reports to showcase in MVCPA reports.

#### **5.1.4.5 Documentation for Quarterly and End of Year Progress Reports**

Grantees shall maintain sufficient documentation to support reported activities. Documents may include case activity reports, department case management systems, contact logs, TxDPS reporting sheets and information, investigative files, arrest and book in sheets, offense reports and offense report summaries and other source documents.

## **5.2 FINANCIAL REPORTING**

Reimbursement of expenditures are contingent upon the following conditions:

- The availability of appropriated funds
- Compliance with MVCPA Grant Agreement General Terms and Conditions
- **Actual costs incurred:**
  - in accordance with the approved program budget,

- within the time frame specified in the grant period and agreement,
- attributable to work covered by the agreement, and which has been completed in a manner satisfactory and acceptable to the MVCPA.

MVCPA requires quarterly financial reporting. Grantees are reimbursed on a percent of actual cost established in the statement of grant award. The expenditure report is also a mechanism for MVCPA fiscal monitoring. All expenditures must follow local policies and procedures, as well as grant requirements. It is the Grantees responsibility to review all expenditures and to ensure that only actual paid amounts are reported, all regulations are followed, and that documentation is true and complete. The MVCPA shall rely primarily on the grantees' certification and processes when making grant payments to the Grantee. The MVCPA may perform Desk Reviews and test transactions periodically to ensure the Grantee's internal controls are functioning and to determine whether the reports submitted are accurate.

### 5.2.1 Expenditure Reports

Grantees are required to submit quarterly financial quarterly expenditure reports. Expenditure Reports shall be submitted electronically to the MVCPA at <https://MVCPA.tamu.edu>. Submissions shall only be made by grant officials who have been assigned the role to submit Expenditure Reports as recorded by the grantee in the online system. This report shall provide total expenditures by quarter; as well as supporting documentation that ties to the amount requested for every category for both MVCPA expenditures and cash or alternative match. Grantees are required to provide a summary of expenditures per category, to be included in the backup documentation.

Financial expenditure quarterly report due dates are as follows:

Quarter	Period	Report Due Date
1 <sup>st</sup>	September 1st - November 30th	December 31 <sup>st</sup> (Prox EOM)
2 <sup>nd</sup>	December 1st - February 28th	March 31th (Prox EOM)
3 <sup>rd</sup>	March 1st - May 31st	June 30 <sup>th</sup> (Prox EOM)
4 <sup>th</sup>	June 1st - August 31st	Due: October 15 <sup>th</sup> (45 days after end of grant period)

- A grantee must liquidate all obligations incurred under the award by no later than 45 days after end of grant year.
- If a 4<sup>th</sup> quarter expenditure report filing extension is necessary, the extension may be requested in writing by the Financial Officer or Authorized Official and must be approved in writing by the MVCPA director. If authorized by the MVCPA director, the extension may be up to ninety (90) days after the end of the grant period. Expenditure Report submissions beyond ninety (90) days after the end of the grant period will not be processed.
- Year end Cut-off Requirements:
  - Cut-off requirements are derived from The Matching Principle of Accounting.
  - The Matching principle states that business should match related revenues and expenses in the same period. This is done in order to link the costs of an asset or revenue to its benefits.
  - As a result, GAAP and GASB require that expenses be recognized when incurred. Incurred can be defined as when

the transaction of goods or services has occurred. In turn, this means the date goods that were ordered were actually received. The Period of time that consultants performed work. Time worked by employees for which they are owed compensation and benefits earned by employees for work performed.

To state it another way;

- All physical goods must be received by the end date of your grant.
  - All service agreements must commence prior to the end of your grant.
  - All payments for goods or services will have to be completed by the end of the resolution period.
- 
- Each grantee shall submit all required reports in accordance with the instructions provided in the MVCPA Grant Administrative Manual (GAM).
  - Grantee must submit required reports to the MVCPA as defined in section 5.2.1 of the FY25 Grant Administrative Manual or will be in violation unless grantee has received prior instructions from the MVCPA to submit after the delinquent date due to the submission influencing another report.
  - MVCPA will use grantee webinars and email to remind grantees of due dates for reports. A notice of grant violation will be sent to Grantees, via email, five days after it is considered in delinquent status. Requests for an extension must be submitted prior to the deadline, with proper justification and may be approved by the MVCPA director or MVCPA board designee.
  - Grantees who fail to submit a delinquent report within 5 days after receiving notice of a grant violation may be subject to administrative penalties.
  - Grantees have 15 days after receiving a deficient or grant violation notification to request an appeal.
  - The MVCPA director or MVCPA board designee will determine the outcome of the grant appeal.
    - 1st Violation – Grantee Receives a warning
    - 2nd Violation – Grant violation letter
    - 3rd Violation – Notification to the Board
    - 4th Violation – Withholding of funds until MVCPA Director and MVCPA Board designee is provided satisfactory evidence that the violation has been corrected and an action plan is in place to prevent future violations.
    - 5th Violation – Notification to the MVCPA Board and suspension until the board is presented with satisfactory evidence that the violation has been corrected or the grant is terminated.

Supporting documentation for reported expenditures shall be provided using the upload link within the Quarterly Expenditure Report:

- Personnel, Fringe and Overtime - Payroll summary reports for all positions must separate salary, fringe & overtime. Expenditures shall be distinguishable by position, not only displayed as one sum.
- Professional and Contract Services – invoices or demand letters on letterhead from other jurisdictions indicating amounts and categories claimed must separate salary, fringe & overtime.
- Equipment – invoices paid
- Travel, Supplies (DOE) and Other - ledgers listing transactions traceable to source documents

All other records which should be retained locally and may include time sheets (including certifications), travel records, purchase orders, procurement records, invoices, contracts, mileage records, receipts, and other documentation that verify expenditure amounts and appropriateness to the grant. These types of

documentation shall be submitted to the MVCPA promptly (no later than 5 days after request), only on request.

### **5.3 INVENTORY REPORTING**

Inventory Reports shall be submitted electronically with the certifications to the MVCPA at <https://MVCPA.tamu.edu>. Submissions shall only be made by grant officials who have been assigned the role to submit Inventory Reports as recorded by the grantee in the online system. All grantees are required to review and certify the inventory is true and correct to MVCPA no later than October 15 each grant year. If equipment purchases are reported in the Q4 Expenditure Report, those items will appear below the certification after the Q4 report has been approved by the director.

All dispositions of inventory items shall be approved by MVCPA in advance at <https://MVCPA.tamu.edu>

Inventory records shall be kept current at all times. Any required inventory updates shall be submitted by an online adjustment request at <https://MVCPA.tamu.edu>. A physical inventory of property shall be taken on odd-numbered years and the results included with the Inventory Certification Report by October 15. The grantee shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated by the Program Director or designee to determine the causes of the difference. The summary of the findings of the reconciliation and disposition actions to update the inventory must be made with the inventory report. The physical inventory documentation shall be retained by the grantee for review by MVCPA staff when requested. This requirement is for three (3) years after the completion of the grant period.

Equipment having a unit cost of less than \$500 shall not be reported as equipment unless the grantee's agency capitalizes such purchases in its own accounting policy. Any special item indicated in this manual valued between \$500 and \$5000 shall be included in the equipment budget and inventory.

Equipment budgeted and paid in total with grantee funds shall not be included in the inventory report unless it was paid for as cash match.

At the termination of the grant or dissolution of a funded program, grantees shall prepare and submit all required reports. They must maintain in their files the inventory report for all equipment items purchased for the grant if Grant related funds were used to purchase any part of those items until the retention period is expired.

The final inventory report shall also include recommendations as to the future use and disposition of the equipment. The MVCPA director will respond to the recommendations with instructions within 30 days of receipt of the final inventory report.

### **5.4 CONTRACT AND MAJOR OBLIGATIONS**

As required in 43 TAC § 57.22, Third Party Participation, including any amendments, must be reviewed and

approved as to form and content by the MVCPA director or board designee prior to the release of any funds under the contract when the amount is \$15,000 or more.

#### **5.4.1 Compliance with all applicable state and federal statutes, rules, regulations, and guidelines**

As required in 43 TAC § 57.3, Grantees with grant conditions as required in the Statement of Grant Award may not receive payments until the special conditions are met, unless otherwise stated by MVCPA. Special conditions may include:

- Border Security Report Requirement
  - Intelligence Sharing x Interlocal Agreements (Multi-agency grant)
  - Multi-agency Grant Operational Plan
  - Resolution
  - Prosecutor Agreement
- 
- MVCPA will send a reminder notice to grantees 30 days after the beginning of the Fiscal Year, to grantees that have not complied with a grant condition as required in the statement of grant award. MVCPA will provide a due date before it is considered delinquent.
  - MVCPA will use grantee webinars and email to remind grantees of due dates for grant conditions. A notice of grant violation will be sent to Grantees, via email, five days after it considered in delinquent status. Requests for an extension must be submitted with proper justification and may be approved by the MVCPA director or MVCPA board designee.
  - Grantees who fail to provide satisfactory evidence of the compliance within 30 days after receiving notice of a grant violation may be subject to administrative penalties in rule or policy including suspension and up to and including termination of the grant.
  - The MVCPA director will send notice to the MVCPA board of a grantee failing to comply with a grant condition.
  - Grantees have 15 days after receiving a deficiency or grant violation notification to request an appeal.
  - The MVCPA director and MVCPA board designee will determine the outcome of the grant appeal.

#### **5.5 VIOLATION OF LAW OR NOTICE OF LITIGATION**

All grantees that have a reasonable belief that a criminal violation may have occurred in connection with MVCPA funds, including the misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with the requirements of a grant shall immediately notify the MVCPA director and the MVCPA general counsel, in writing, of the suspected violation or irregularity. The grantee shall also notify the local prosecutor's office of any possible criminal violations.

Grantees whose programs or personnel become involved in any litigation arising from or related to the grant, whether civil or criminal, must immediately notify and forward a copy of any demand notices, lawsuits, or indictments to the MVCPA director and the MVCPA general counsel.

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## **6 MONITORING**

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The MVCPA is required by state regulations to conduct program and financial compliance and quality assurance reviews. The purpose of the MVCPA monitoring and site visits is to ensure compliance with state law, program rules and regulations and the Statement of Grant Award. This will be accomplished by program and fiscal monitoring, inquiries to obtain information, and technical assistance as needed. The MVCPA shall conduct program and financial oversight and monitoring of grant funds throughout the life of the grant. Monitoring may include the following:

- 1) Annual Comprehensive Financial Report (ACFR) (Single Audit Review)
- 2) Desk reviews
- 3) On-site monitoring

The objective of oversight and monitoring is to:

- assess and evaluate whether program purposes are being attained
- determine whether goals, strategies, activities and other measurable outcomes are being met
- document and evaluate accomplishments
- review financial records and documentation for consistency with program activity
- assess if the grantee is in compliance with State cost principles, rules, regulations and contractual requirements

## 6.1 COMPREHENSIVE ANNUAL FINANCIAL REPORT REVIEW

Grantee(s) receiving total federal/state grant awards in the amount of **\$750,000** or greater are required to submit a copy of the Annual Comprehensive Financial Report (ACFR) , the A-133 supplement, and all management letters from the Independent Auditor to MVCPA every year immediately upon receipt of that report. The MVCPA shall conduct a ACFR review to assess if grantees have expended program funds in accordance with legal, regulatory, and contractual requirements.

The ACFR shall be submitted electronically to MVCPA by an e-mail to [grantsMVCPA@txdmv.gov](mailto:grantsMVCPA@txdmv.gov) with attachments or web link to the grantee's Annual Comprehensive Financial report (remember to include A-133 and management letter);

MVCPA staff shall acknowledge receipt of the ACFR within five (5) working days. The MVCPA staff shall review the ACFR and discuss with grantees any issues that are indicated by the findings if necessary.

Grantee (s) who do not receive federal/state grant awards of **\$750,000** within a fiscal year and did not obtain a ACFR, shall submit an e-mail to [grantsMVCPA@txdmv.gov](mailto:grantsMVCPA@txdmv.gov) indicating a single audit was not obtained or required.

## 6.2 DESK REVIEW

Desk Reviews of a grantee may be performed by MVCPA staff at any time. Desk reviews are for the purpose of reviewing grant program activities, verifying the existence or veracity of financial records, and to help resolve any program or financial issues that are identified. Desk reviews may also be scheduled prior to an on-site visit.

**Grantees will receive a notification letter of the upcoming desk review.** Grantees may be required to submit



additional supporting documentation for Expenditure Reports.

Documentation may include, but is not limited to:

- Timesheets and payroll records
- Travel, logs or mileage document
- Review and verification of invoices/receipts for operating costs
- Lodging and meals
- Contractor/consultant contracts and invoices
- Other grantee supporting documents for the quarterly expenditure reports and progress reports

At the time of the desk review, the grantee staff may be asked for clarification or additional information on any grant related documentation. Grantees must respond within five (5) working days.

### 6.3 ON-SITE MONITORING

Grantee(s) may have an on-site monitoring visit every two (2) years unless MVCPA identifies any potential risk that warrants an additional on-site review.

The purpose of on-site visits are to assess the progress of grantee programs in implementing grant activities and to review program and financial activities. **Grantees shall be notified of an upcoming review.** On-site monitoring includes, but is not limited to, the review and verification of the following:

- Supporting documents for progress and expenditure reports;
- Additional details or records on expenses or reports;
- Grant files;
- Detail listing of the general ledger accounts;
- Records on generated program income;
- Cash match accounts;
- Time and attendance records for all grant staff;
- Travel logs and travel expenditures;
- Property record inventory list;
- Confidential Informant files;
- Imprest Fund log; and
- Other case, assignment or grant program records.

Potential Risks include, but are not limited to:

- Grantee has a documented history of unsatisfactory performance;
- Grantee is not performing in accordance with the terms and conditions of the grant award;
- Grantee is habitually delinquent on the submission of required reports;
- Grantee is delinquent on the fourth (4<sup>th</sup>) quarter Expenditure Report.
- Grantee's reporting is repeatedly not in conformance with grant requirements

#### Notification

- MVCPA shall make its best efforts to notify Grantee(s) two-weeks in advance when selected for routine on-site monitoring.

- The grantee is required to cooperate by making the requested personnel and supporting documentation available within a reasonable time during the time of the visit.
- A monitoring report shall be transmitted electronically to the grantee.
- The grantee shall have not less than ten (10) business days to review the report and provide any response, such as, rebuttals, corrective actions taken, and remediation efforts.

## 6.4 CORRECTIVE ACTION PLAN

If any findings are identified as a result of a ACFR review, a desk review, or an on-site visit, the grantee is required to submit a response within thirty (30) days from the date of receipt of the monitoring report to either dispute the findings with written comments and any supporting documentation, or by submitting a Corrective Action Plan (CAP) specifying the plan to remedy the finding. The CAP must be fully implemented within six (6) months from the date of the report.

As needed, the monitor shall follow-up with the grantee to provide ongoing technical assistance and to facilitate grant compliance. The monitor shall also ensure that appropriate changes have occurred. Any potential risk that led to the review shall be addressed with grantee, including possible strategies for remedying the problem.

## 6.5 SANCTIONS

Sanctions may become necessary when every effort has been made to clear findings of a deficiency within the prescribed time period and the deficiencies remain unresolved. Failure to resolve findings can result in sanctions including increased monitoring, withholding of funds, or grant revocation. Sanctions have been approved and set by MVCPA board.

- Each grantee shall submit all required reports in accordance with the instructions provided in the MVCPA Grant Administrative Manual (GAM).
- Grantee must submit required reports to the MVCPA as defined in section 5.1.1 of the FY20 Grant Administrative Manual or will be in violation unless grantee has received prior instructions from the MVCPA to submit after the delinquent date due to the submission influencing another report.
- MVCPA will use grantee webinars and email to remind grantees of due dates for reports. A notice of grant violation will be sent to Grantees, via email, five days after it is considered in delinquent status. Requests for an extension must be submitted prior to the deadline, with proper justification and may be approved by the MVCPA director or MVCPA board designee.
- Grantees who fail to submit a delinquent report within 5 days after receiving notice of a grant violation may be subject to administrative penalties.
- Grantees have 15 days after receiving a deficient or grant violation notification to request an appeal.
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  - 3rd Violation – Notification to the Board
  - 4th Violation – Withholding of funds until MVCPA Director and MVCPA Board designee is provided satisfactory evidence that the violation has been corrected and an action plan is in place to prevent future violations.

- 5th Violation – Notification to the MVCPA Board and suspension until the board is presented with satisfactory evidence that the violation has been corrected or the grant is terminated.

## **6.6 APPEALS**

The grantee may appeal any imposed sanctions through the process provided for in 43 TAC Code Rule §57.30, Appeal of Termination of Grant.

## **6.7 RECORDS RETENTION REQUIREMENTS**

Grantees shall maintain all equipment and inventory records until three years after the disposition of the equipment. Grantees shall maintain all other financial records, program records, supporting documents, and any other records pertinent to the award for at least three years. The three-year retention period starts from the date of the issuance of the Comprehensive Annual Financial Review / Single Audit report covering the entire award period, or notification of the close out of the grant by MVCPA, whichever is later.

## **6.8 GRANT CLOSE OUT**

MVCPA shall close out the award when all applicable administrative actions and all required work of the grant have been completed. It is the responsibility of the grantee to comply in full with all close-out requirements and to submit reports in a timely manner.

Grantees are responsible for:

- submitting all financial, progress, inventory, performance, and other reports required as a condition of the grant;
- resolving any deficiencies identified in a monitoring visit;
- ensuring all program goals were met or provide an acceptable explanation as to why those goals were not achieved;
- returning funds due as a result of credits, rebates or transaction error findings based on the results of a review covering any part of the period of grant support; and
- submitting any inventory updates and inventory certifications of all property acquired with grant funds or any property seized, for which it is accountable.

The grantee(s) must provide any information requested by the MVCPA within five (5) business days of the date of the request.

A close out of the Grant awards shall be finalized by MVCPA when a final payment has been made, and all required work of the grant and all applicable administrative actions have been completed.

## APPENDIX

### SAMPLE INTERLOCAL AGREEMENT

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Insert Local Header

---

This is a sample agreement provided by the Motor Vehicle Crime Prevention Authority of the State of Texas (MVCPA) to provide guidance on the type of information needed to support a multijurisdictional Taskforce. This sample will be incorporated into the Grant Administrative Manual. To meet grant requirements all interlocal agreements must meet the requirements of Texas Government Code Chapter 791 and at least include the following:

- 1) Identification of the parties involved with the grant
- 2) Specify that they are entering the interlocal because they are authorized to perform the activity
- 3) Certify that the parties all agree to follow all applicable state and federal laws and grant rules and conditions.
- 4) Sufficiently articulate in writing the specific financial and program arrangements so that MVCPA is able to monitor the agreed upon activity.

State of Texas

This Agreement is entered into by and between the <Agency1> (County/City ) \_\_\_\_\_, a political subdivision of the State of Texas, hereinafter referred to as "<County>," and the <Agency2> (County/City)\_, a municipal corporation situated in County, Texas, hereinafter called "<City>," pursuant to the Interlocal Cooperation Act, Texas Government Code, Chapter 791.

WITNESSETH

WHEREAS, the <Agency1> and <Agency2> have the objective to [describe purpose ,examples...*operate a multi-agency taskforce funded in part by and Motor Vehicle Crime Prevention Authority of the State of Texas (MVCPA) grant ---OR---, operate as grantee and sub-grantee under and MVCPA Grant ---OR--- file a collaborative grant application, etc.. with the MVCPA*], for funding in the amount of \$     for     , and,

WHEREAS, the <Agency1> and <Agency2> have agreed to contribute the total of \$     in matching funds if said application is approved; and,

WHEREAS, the source of funds would not normally be used for this purpose; and,

---

WHEREAS, the <Agency1> and <Agency2> have the authority and it is in their best interests to join in the application to develop a regional or multijurisdictional MVCPA Task Force. and

WHEREAS, the <Agency1> and <Agency2> agree to each accept the responsibility for their respective commitments and to adhere to all applicable federal, state, and local laws or regulations, as well as all grant rules and conditions.

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS: ARTICLE I. PURPOSE

1 .01 The purpose of this Agreement is to allow <Agency1> and <Agency2> to [describe purpose, examples...operate a multi-agency taskforce, operate as grantee and sub-grantee, file a collaborative grant application, etc.. with the Motor Vehicle Crime Prevention Authority of the State of Texas], which application is attached hereto as Exhibit “A” and made a part hereof for all purposes .

ARTICLE II. TERM

2 .01 The term of this Agreement is to commence on the execution by all parties to this Agreement and to end: <date> [may add possible extensions here also]

ARTICLE III. CONSIDERATION

3 .01 As consideration for this Agreement, <Agency1> and <Agency2> agree to contribute a total of \$\_\_\_\_in matching funds for the enhancement of the funded grant program in the amounts and methods as follows:

Item Description	Amount	Method (Cash Paid/In Lieu of/In kind)
Example – Investigator A	\$50,000	Grant Cash paid to Agency 2 for salary
Example – Investigator A	\$20,000	Fringe paid by Agency 2 in lieu of match
Example – Car for Investigator A	\$10,000	Allocated by Agency 2 as in-kind match

ARTICLE IV. ALLOCATION OF FUNDS

4 .01 The specific allocation of the<Agency1> and <Agency2> fund is set out in the attachments to this Agreement, marked as Exhibits “#” through “#” inclusive, and made a part hereof for all purposes .

ARTICLE V. EQUIPMENT

5 .01 Upon termination of this Agreement, equipment including vehicles, hardware, and other non-expendable items will revert back to the applicant. The Motor Vehicle Crime Prevention Authority of the State of Texas will be notified and inventory records will be updated.

ARTICLE VI. AMENDMENTS

6 .01 This Agreement may be amended by the mutual agreement of the parties hereto in writing to be attached to and incorporated into this agreement .

ARTICLE VII. LEGAL CONSTRUCTION

7 .01 In the event any one or more of the provisions contained in this Agreement shall be held to be invalid, illegal, or unenforceable in any respect such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein .

ARTICLE VIII. ENTIRE AGREEMENT

8 .01 This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding upon all parties .

EXECUTED IN DUPLICATE ORIGINALS, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL, ON THIS THE      DAY OF      , 20      .

Insert Local Signature Style and Footers

\_\_\_\_\_  
ATTEST  
APPROVED

\_\_\_\_\_  
ATTEST  
APPROVED

## GUIDE FOR COMPLETING MVCPA GRANT ADJUSTMENT REQUEST

1- Confirm that the Grantee information at the top of the request form is correct. Ensure contract numbers, and grantee identifiers are correct. Report any errors to [grantsMVCPA@txdmv.gov](mailto:grantsMVCPA@txdmv.gov) immediately. Do not proceed with the report until issues are corrected or resolved.

2- Begin filling out form or if one has previously been submitted select "Create new Grant Adjustment Request"

3 - Check the box(es) to select Program and/or Budget Change.

4 - When "Program Change" is selected, provide a description of the change(s) and an explanation of the reason(s) for and/or the benefit of making the change.

5 - When "Budget Change" is selected, provide a description of the change(s) and an explanation of the reason(s) for and/or the benefit of making the change.

6- The Current Budget Section will show the current budget for the grantee. This might be different from the original award budget if the budget has changed because of a previous adjustment request that was processed. Report any errors to [grantsMVCPA@txdmv.gov](mailto:grantsMVCPA@txdmv.gov) immediately. Do not proceed with the request until issues are corrected or resolved.

7 – Proposed Changes - This area is used to enter the desired changes. Indicate the changes in negative and positive integers to increase and/or decrease the proposed category changes. The Total line is calculated and must always result in zero unless the grantee is adding program income.

8- Proposed New Budget – The system will generate the new proposed budget that will replace the statement of Grant Award Budget or the last modified budget.

9- Program Income – Enter program income data that will be introduced into the proposed budget.

10 – Certify and Submit – Certify that submitter has authority to modify the grant application and the submit button appears. Submit the request.

**Automobile Burglary & Theft Prevention Authority**  
**FY 2018 Grant Adjustment Request**

Grantee: \_\_\_\_\_  
Program Name: \_\_\_\_\_  
Fiscal Year: 2018  
Grant Number: 608-1L

There are no current Grant Adjustment Requests for this Grant. Starting new Grant Adjustment Request.

Grant Adjustment ID: New Grant Adjustment Request  
This is a ☐ Program Change ☐ Budget Change (Check each that applies)

Program Modification Explanation and Reason:

Budget Modification Explanation and Reason:

Budget Category	Current Budget Total Expenditures Changes	ABTPA Expenditures Changes	Match Expenditures Changes	In-Kind Expenditures Changes
Personnel				
Fringe				
Overtime				
Professional and Contract Services				
Travel				
Equipment				
Supplies and Direct Operating Expenses (DOE)				
<b>Total</b>				\$0.00

Proposed Changes: Indicate amount to increase or decrease budget item.

Budget Category	Total Expenditures Changes	ABTPA Expenditures Changes	Match Expenditures Changes	In-Kind Expenditures Changes
Personnel	\$0.00			
Fringe	\$0.00			
Overtime	\$0.00			
Professional and Contract Services	\$0.00			
Travel	\$0.00			
Equipment	\$0.00			
Supplies and Direct Operating Expenses (DOE)	\$0.00			
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00

Proposed New Budget

Budget Category	New Total Expenditures	New ABTPA Expenditures	New Match Expenditures	New In-Kind Expenditures
Personnel				\$0.00
Fringe				\$0.00
Overtime				\$0.00
Professional and Contract Services				\$0.00
Travel				\$0.00
Equipment				\$0.00
Supplies and Direct Operating Expenses (DOE)				\$0.00
<b>Total</b>				\$0.00

Program Income

Enter the amount of program income earned since the last submitted quarterly report: \_\_\_\_\_

Enter the amount of program income to be moved into the program budget under this adjustment request: \$0.00

The amount moved into the budget must equal the change in total expenditures from the table above. Any increase in program expenditures must be supported by an increase in program income.

☐ I have the authorization from the governing body to request and accept this proposed modification to the Grant Award.

Save Reset Close

## COMPLETING THE MVCPA EXPENDITURE REPORT

Instructions to complete the MVCPA Expenditure Report. Save the report often as you complete it.

- 1- Confirm that the **Grantee information** at the top of the expenditure report is correct. Ensure amounts, contract numbers, and grantee identifiers are correct. Report any errors to [grantsMVCPA@txdmv.gov](mailto:grantsMVCPA@txdmv.gov) immediately. Do not proceed with the report until issues are corrected or resolved.
- 2- Select from the dropdown menu the quarter that is being reported. Usually this is a default option already selected for the proper quarter. Rarely, there can be two open periods at the same time. Make sure that you enter data in the correct quarter if those conditions are present. DO NOT submit the more recent quarter until the prior quarter is approved by the MVCPA Director.
- 3- Enter the **Total Cash Expenses: MVCPA & Match** amount for each of the categories. Please see number 7 below for instructions on how to populate the “equipment” category.
  - a. Enter the actual amount spent for the reported quarter.
  - b. Report for each line the MVCPA Grant Funds and Match Funds spent added together as a single number.
  - c. The “In Lieu of Cash Match” attribution for the quarter must be added to each applicable category line.
- 4- Report the amount of in-Kind contributions being reported for the quarter for each category, if applicable.
- 5- Enter the total amount being attributed for “**In Lieu of DPS for quarter**” and “**In Lieu of NICB for quarter**”. This is not an estimate but must be based on the amount of time spent in the program that the time certifications submitted by DPS and NICB agent report to grantee.
- 6- Enter program income data. Only the “**Earned This Quarter**” and “**Expended This Quarter**” will be editable. **Beginning and Ending Balance** will not be editable.
- 7- Enter any equipment purchased in the quarter. Once the add/edit button is clicked another window will open where the equipment information needs to be entered. The total expenditures for this category will automatically populate in the “MVCPA & Match” column on the face of the expenditure report.
- 8- Confirm the amount that the system is reporting for **Total Grant Budget and Grant Budget Remaining** is consistent with grantee’s expected values.
- 9- Provides the total amount of reimbursable expense that the Reimbursement Rate is applied to. See the Statement of Grant Award budget table for more details on how the formula works. Displays the amount of funds that MVCPA will review and consider for payment.
- 10- Identify any cost that were included in this budget or that the grantee paid from additional local sources that were required to conduct specific border security actions. These entry fields are standalone data points and will not tie directly back to other expenditure report fields or the budget.
- 11- Provide explanations or text when needed to support specific issues in the expenditure report. Do not enter any personal data or information about other grant issues in this field.
- 12- Use the link to provide single documents that support the expenditure report.
- 13- Click the certification box to certify legal authority and submit the report. Once the report is submitted by the grantee, the report is locked and cannot be edited. If an error is detected by the grantee and further editing is required then the grantee must send an e-mail to [grantsMVCPA@txdmv.gov](mailto:grantsMVCPA@txdmv.gov) with a request to



release the report back to grantee for further editing.

**With the expenditure report the grantees shall submit the following:**

**Payroll Records (Personnel and Fringe)** – Grantees shall provide only payroll expenditure data or equivalent documentation (such as an accounting system reports) for the grant unit or personnel allocated in the MVCPA grant. Records or documentation submitted must match the period and amount reported for the personnel, fringe and overtime or clearly indicate on the documents how the records submitted result in the amount typed into the personnel, fringe and overtime fields. Do not submit copies of paychecks or other documentation unless requested by MVCPA staff.

**Contractual and Professional** – Grantees shall provide invoices or demand letters on letterhead for all MVCPA related contracts and professional service paid during the period. In the case of DPS and NICB “in lieu of cash match” the grantee must submit annually the underlying document provided by DPS or NICB. Time certifications must be maintained locally for all sub-grantees under this grant.

**Travel** – Grantees shall provide a documentation (such as accounting system reports) of travel expenditures related to the MVCPA grant. The documentation should include data that can be matched to the original source documentation such as payment date, invoice number, tracking number, order number, or payment reference number. Do not send local documentation such as actual travel vouchers or invoices related of travel expenses unless requested by MVCPA staff. Often multi-governmental units use ledger transfer entries in documenting expenses. These must be able to be matched back to the original source documentation for monitoring purposes.

**Equipment** - Grantees must provide invoices for all items purchased as part of the MVCPA program during the period. **Supplies and Department Operating Expenses** – Grantees shall provide documentation that includes data that can be matched back to the original source documentation including ledger summaries that includes payment date, invoice number, purchase order number, tracking number, order number, reference number or ledger transfer entry. These must be able to be matched back to the original source documentation for monitoring purposes.

**Motor Vehicle Crime Prevention Authority  
FY 2020 Quarterly Expenditure Report**

**1**

Grantee Name: \_\_\_\_\_  
 Program Name: \_\_\_\_\_  
 Grant Number: \_\_\_\_\_  
 Fiscal Year: \_\_\_\_\_  
 Grant Award Amount: \_\_\_\_\_  
 Quarter: September 1, 2019 - November 30, 2019

**2**

Expenditures by Category					Year to Date	
Budget Category	Total Cash Expenses: MVCPA & Match	Excluded Amount	In-Kind Expenditures	YTD Expenditures (less excluded)	Total Grant Budget	Grant Budget Remaining
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	Rows populated from Grant Award	Rows calculated from Grant Award
Fringe	\$0.00	\$0.00	\$0.00	\$0.00		
Overtime	\$0.00	\$0.00	\$0.00	\$0.00		
Professional and Contract Services	\$0.00	\$0.00	\$0.00	\$0.00		
Travel	\$0.00	\$0.00	\$0.00	\$0.00		
Equipment	\$0.00	\$0.00	\$0.00	\$0.00		
Supplies and Direct Operating Expenses (DOE)	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00		

Equipment Detail					
Asset Class	Description	Serial No. / VIN	Date	Cost	Use
No Equipment Detail Records Found					
<a href="#">Add/Edit Equipment</a>					

7

Once you click Add/Edit Equipment you will fill out the Equipment Detail screen and save. Once report is approved by MVCPA staff equipment will be added to your inventory.

**Equipment Detail**  
**Asset Class Description Serial No. / VIN Cost**  
 No Equipment Detail Records Found  
[Add a new equipment item](#)

#### Add / Edit Equipment

Asset Class	<input type="text" value="Select Asset Class"/>
Item	<input type="text"/>
Description	<input type="text"/>
ModelYear	<input type="text"/>
Make or Manufacturer	<input type="text"/>
Model	<input type="text"/>
Use	<input type="text" value="Select Use"/>
SerialNo / VIN	<input type="text"/>
Source	<input type="text" value="Select Source"/>
Owner (Title held by)	<input type="text" value="Select Owner"/>
Acquisition Date	<input type="text"/>
Cost	<input type="text" value="\$0.00"/>
MVCPA Percent Of Cost	<input type="text" value="100%"/>
Location	<input type="text"/>
Condition	<input type="text" value="Select Condition"/>
Other Information	<input type="text"/>

Save

Done

#### Reimbursement Calculation

Year To Date Expenditures	\$0.00
less In lieu of DPS for prior quarters	\$0.00
less In lieu of NICB for prior quarters	\$0.00
less In lieu of DPS for quarter	<input type="text" value="\$0.00"/>
less In lieu of NICB for quarter	<input type="text" value="\$0.00"/>
less unbudgeted program income used	\$0.00
Reimbursable Expenditures	\$0.00
Reimbursement Rate	59.38338162948%
Reimbursement on YTD Expenditures	\$0.00
less Prior Quarter Payments	\$0.00
Reimbursement for this quarter	\$0.00

5

Populated from Grant Award. May be modified by Grant Adjustment.

9

#### Program Income Account Reconciliation

Beginning Balance	\$50,998.43
Earned This Quarter	<input type="text" value="\$0.00"/>
Expended This Quarter	<input type="text" value="\$0.00"/>
Ending Balance	\$50,998.43

6

#### Sources of Cash Match Budget Summary

	In Lieu of DPS	In Lieu of NICB	Program Income
Budgeted Amount	\$0.00	\$0.00	\$0.00
Prior Recognized Amount	\$0.00	\$0.00	\$0.00
Current Recognized Amount	\$0.00	\$0.00	\$0.00
Remaining Balance	\$0.00	\$0.00	\$0.00

## INSTRUCTIONS TO COMPLETE THE MVCPA PROGRESS REPORT (PR)

The Report shall be submitted electronically to MVCPA at <https://MVCPA.tamu.edu/> by Program Director or Program Manager roles. These roles have been assigned the role to submit the Progress Reports as recorded by the grantee in the MVCPA ~~in the~~ online Grant Management and Tracking System (GMTS). The Progress Reports are due by the fifteenth (15<sup>th</sup>) day of the following month. If the fifteenth (15<sup>th</sup>) day falls on a weekend or holiday it must be submitted on the following business day.

- 1) Log on to <https://MVCPA.tamu.edu/> select Progress Report located on the left-hand side of the “home Page”

Progress Report

Progress Report

- 2) The Progress Report is divided into seven (7) sections.

Mandatory Motor Vehicle Theft Measures Required for all Grantees

Mandatory Burglary of a Motor Vehicle Measures Required for all  
Grantees

Goal 1: Reduce the Incidence of Motor Vehicle Theft through Enforcement Strategies

Goal 2: Reduce the Incidence of Theft from Motor Vehicles through Enforcement Strategies

Goal 3: Educate/Train Citizens and Qualified Personnel in Detection and Prevention of Motor Vehicle  
Theft, Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories

Section 4: Border Security - Bridge / Port Operations

Section 5: Other Crime Reporting Associated with BMV/MVT

Section 6: Monthly Summary

Section 7: Individual Stories or Success

All applicable fields in Sections 4 and 5 are required of grantees designated as Border Security Grants (Port and Border Grantees). MVCPA requests that all grantees complete all items in the report.

- 3) Grantees were given the opportunity in the application and subsequent negotiation phase to identify target goals for some grant report items. These have been uploaded from the application. They are populated in the “Target” field of the PR.

1.1.2	Identify and document/record prolific motor vehicle theft offenders [Prolific is defined as "linked to MVT offenses three or more times"]	Number identified/documented offenders	10
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- 4) Validate the Target Goals to ensure they have been carried over correctly and match what was submitted in the grant application. If an activity field was modified in the current version from the version that was on the application, grantees will need to verify the target goal change. Notify MVCPA staff at [grantsMVCPA@txdmv.gov](mailto:grantsMVCPA@txdmv.gov) of any changes that need to be made.
- 5) Enter the data in the boxes for each of the three (3) month periods.

September   October   November

- 6) ~~Leave all boxes empty that are not specifically identified in the grantee’s statement of grant award. If~~

a grantee performed an activity not specifically identified in the grantee’s statement of grant award then report the activity for the month but leave all other months where the activity did not occur as blank. Zero means the activity was committed to and not done in a month. Blank or null means that it is not a committed activity. Grantees may enter any item that they did but be careful to distinguish between null and zero.

- 7) Ensure that all entered data and reporting period are correct, before submitting.
- 8) **Section Six (6) Quarterly Summary** Grantees describe the major accomplishments for the quarter.
  - a. 6.1.1 – Examples include – focused on bait car operations; increased jugging analysis with other jurisdictions; improved regional intel teleconferences; increased surveillance of BMV hotspots for quarter.
  - b. 6.1.2 – numerous retirements forced increased workload for personnel qualified to perform 68-A inspections, need more staff trained for ISO, city management challenges require additional activity reports.
  - c. 6.1.3 - change in personnel or contractor changes, new Sgt promoted to supervise investigators
  - d. 6.1.4 - upcoming events, activities, or initiatives and other information or shows
- 9) Section seven (7) Success Stories provide the significant progress the program made in combating motor vehicle crime helped individuals or victims, the program helped other law enforcement agencies and any news stories, press releases, or awards issued.
- 10) Send articles to [GrantsMVCPA@txdmv.gov](mailto:GrantsMVCPA@txdmv.gov) with the file name starting with “YMMM\_SuccessStory”
- 11) Before grantee submits the Progress Report you must check the box certifying the report is correct and complete.
- 12) Click on the “Save” button before you click on “Submit.”

### ACTIVITIES EXAMPLE

ID	Activity	Measure	Target
<b>Mandatory Motor Vehicle Theft Measures Required for all Grantees.</b>			
1.1.15	Increase the recovery rate of stolen motor vehicles	Report the number of vehicles recovered by taskforce	Required
1.1.16	Increase the clearance rate of motor vehicle thefts	Report the number of motor vehicle theft cases cleared	Required
1.1.17	Increase the number of persons arrested for motor vehicle theft	Report the number of persons arrested for motor vehicle theft by taskforce	Required
<b>Mandatory Burglary of a Motor Vehicle Measures Required for all Grantees</b>			
2.1.12	Increase the clearance rate of motor vehicle burglaries	Report the number of burglary cases cleared	Required

2.1.13	Increase the number of persons arrested for motor vehicle burglary	Report the number of persons arrested for burglary by taskforce	Required
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#### **Mandatory Fraud-Related Motor Vehicle Crime Measures Required for all Grantees**

8.1.1	Increase the clearance rate of fraud-related motor vehicle crimes.	Report the number of fraud-related motor vehicle crime cases cleared	Required
8.1.2	Increase the number of persons arrested for fraud-related motor vehicle crimes.	Report the number of persons arrested for fraud- related motor vehicle crimes	Required

### **1 Goal 1: Reduce the Incidence of Motor Vehicle Theft through Enforcement Strategies**

#### **1.1 Strategy 1: Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Motor Vehicle Theft**

1.1.1	Identify groups of auto theft offenders through intelligence gathering, crime analysis and the use of informants	Number of groups identified
1.1.2	Identify and document/record prolific motor vehicle theft offenders [Prolific is defined as "linked to MVT offenses three or more times"]	Number identified/documented offenders
1.1.4	MVT related cases presented to prosecutor	Report the total number of MVT related cases presented to prosecutor(s) where a vehicle was stolen (includes criminal complaints for MVT, UUMV or other cases directly tied to ABTPA statute of motor vehicle theft and economic motor vehicle theft as defined in MVCPA statute) Note: Please remember connection to 1.1.17 and 5.11.11 when reporting this item.

ID	Activity	Measure	Target
1.1.5	Conduct inspections of local businesses related to vehicle enterprise (transportation code or occupation code authorized companies such as salvage yard, repair shop, parts recycling center, used car dealership, salvage rebuilder, title service company, other). (see 1.3 for number of vehicles inspected in these businesses)	Number of businesses inspected	
1.1.6	Conduct bait vehicle operations that target motor vehicle theft offenders	Number of bait vehicle deployments	
1.1.7	Individuals arrested in bait vehicle deployments	Number of individuals arrested	
1.1.8	Deploy license plate readers (LPR)	Number of times LPR deployed. Deploy: If stationary unit then total number of days or partial days unit was operable and on. Mobile unit number of days the unit was on and operable.	
1.1.9	Respond to taskforce license plate reader (LPR) alert notifications	Number of times investigators responded to taskforce LPR alert notifications regardless of whether vehicle was located	
1.1.10	Number of stolen vehicle recovered in response to LPR alerts	Number of vehicles recovered from LPR detection	
1.1.11	Number of people arrested in response to LPR alerts	Number of people arrested subsequent to LPR detection	
1.1.12	Conduct covert operations targeting motor vehicle theft offenders	Number of covert operations	
1.1.13	Conduct warrant "round-up" operations targeting motor vehicle crime offenders, including those wanted for motor vehicle thefts, vehicle burglaries, theft of vehicle parts and motor vehicle fraud related crime.	Number of operations	
1.1.14	People arrested during warrant "round-up" operations targeting motor vehicle crime offenders.	Number of MVT arrests	

ID	Activity	Measure	Target
1.1.18	MV fraud related cases presented to prosecutor	Report the total number of MV fraud related cases presented to prosecutor(s). This includes odometer fraud, title fraud, registration fraud, insurance fraud, and any other motor vehicle fraud related cases.	
1.1.19	Stolen hits provided by third party	Number of times a taskforce was provided a hit and location by a third party (NICB, subscriber system, other agency, etc.)	
1.2	<b>Strategy 2: Conduct Collaborative Efforts that Result In Reduction of Incidents of Motor Vehicle Theft</b>		
1.2.1	Provide Agency Assists for MVT and motor vehicle related fraud	Number of agency assists related to MVT. Assist means responding or answering questions via phone, e-mail, or in person. Providing recommendation, guidance, strategy, support or information that other LEOs will use to resolve their cases. The assist generally does not have the direct responsibility for an investigation nor uses LEO authority. The assist helps another LEO or agency investigate cases. Analysts and civilian employees will record their assists to outside LEOs and agencies met here along with officers.	
1.2.2	Collaborate with other units or divisions (i.e. homicide, vice, narcotics, etc.) <b>within the taskforce department(s)</b> where a motor vehicle was used in the commission of the crime (includes identification of vehicles). Include all participating jurisdiction departments here.	Number of times collaborated within departments or SOs participating in taskforce related to MVT. Collaboration means physically using law enforcement resources, tactics and authority to perform activity on cases that draw upon or aid in the investigation intended to further the resolution of any case, identify parties to crime, identify vehicles, interview witnesses/suspects and apprehend suspects. Collaboration will include any help, recommendation, contribution or support requested from or provided to another unit or offered by the taskforce that aids in the furtherance of auto theft investigations.	

ID	Activity	Measure	Target
1.2.3	Collaborate with all other outside LE agencies and other organizations that assist in the reduction of motor vehicle thefts. Include all coverage jurisdictions here.	Number of times collaborated with coverage area agencies or other law enforcement agencies and organizations that assist in the reduction of motor vehicle thefts. <b>Collaboration means physically using law enforcement resources, tactics and authority to perform activity on cases that draw upon or aid in the investigation intended to further the resolution of any case, identify parties to crime, identify vehicles, interview witnesses/suspects and apprehend suspects. Collaboration will include any help, recommendation, contribution or support requested from or provided to another unit or offered by the taskforce that aids in the furtherance of auto theft investigations.</b>	
1.2.5	Conduct intelligence information-sharing (Personal attendance)	Number of intelligence meetings attended <b>(include attending as presenter, participant or attendee)</b>	
1.2.6	Conduct intelligence information-sharing (Written information)	Crime analysis bulletins disseminated <b>(include information distributed to law enforcement agencies via text, e-mail, or intra-net communications)</b>	
1.3	<b>Strategy 3: Prevent and Reduce the Incidence of Motor Vehicle Related Fraud Activities</b>		
1.3.1	Collaborate with agencies relating to investigation and enforcement of vehicle insurance fraud	Number of collaborations	
1.3.2	Conduct 68(A) inspections (for TxDMV assignment or reassignment of VIN)	Number of vehicles inspected to complete a 68A inspection form per TxDMV (VIN assignment, reassignment, bonded title)	
1.3.3	Conduct VIN verification inspections. (All other reasons except bridge or port)	Number of vehicles inspected	
1.3.4	Coordinate with TxDMV/Tax Offices relating to investigation and enforcement of fraudulent titles and registration of stolen vehicles	Number of collaborations with TxDMV HQ, TxDMV Regional Service Centers or County Tax Assessor Collector offices.	



ID	Activity	Measure	Target
2	Goal 2: Reduce the Incidence of Theft from Motor Vehicles through Enforcement Strategies		
2.1	Strategy 1: Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories		
2.1.1	Conduct bait vehicle operations that target vehicle burglary offenders	Number of bait vehicle burglary deployments	
2.1.2	Identify "prolific BMV offenders" through informants and intelligence [Prolific is defined as "linked to BMV and theft of vehicle parts and accessories offenses three or more times"]	Number of offenders identified	
2.1.4	Conduct inspections of local businesses related to vehicle enterprise (transportation code or occupation code authorized companies such as salvage yard, repair shop, parts recycling center, used car dealership, salvage rebuilder, title service company, other).	Number of businesses inspected (see Goal 5 for number and value of parts recovered)	
2.1.7	BMV related cases presented to prosecutor	Report the total number of BMV related cases presented to prosecutor(s) where there was an incidence of theft from motor vehicles (includes criminal complaints for BMV, Theft, theft of parts or other cases directly tied to ABTPA statute of motor vehicle burglary and economic motor vehicle theft as defined in MVCPA statute) Note: Please remember connection to 2.1.13 and 5.11.11 when reporting this item.	
2.2	<b>Strategy 2: Conduct Collaborative Efforts that Result in the Reduction of Incidents of Theft From a Motor Vehicle</b>		
2.2.1	Provide Agency Assists BMV.	Number of agency assists related to BMV or stolen parts. Assist means responding or answering questions via phone, e-mail, or in person. Providing recommendation, guidance, strategy, support or information that other LEOs will use to resolve their cases. The assist generally doesn't have the direct responsibility for an investigation nor uses LEO authority. The assist helps another LEO or agency investigate cases. Analysts and civilian employees will record their assists to outside LEOs and agencies officers.	

ID	Activity	Measure	Target
2.2.2	Collaborate with other units or divisions <b>within the taskforce department(s)</b> (i.e. homicide, vice, narcotics, etc.) where <b>burglary of</b> a motor vehicle or theft of parts <b>occurred</b> in the commission of the crime (includes identification of vehicle). Include all participating jurisdiction departments here.	Number of times collaborated within departments or SOs participating in taskforce related to BMV or stolen parts. Collaboration means physically using law enforcement resources, tactics and authority to perform activity on cases that draw upon or aid in the investigation intended to further the resolution of any case, identify parties to crime, identify vehicles, interview witnesses/suspects and apprehend suspects. Collaboration will include any help, recommendation, contribution or support requested from or provided to another unit or offered by the taskforce that aids in the furtherance of auto theft investigations.	
2.2.3	Collaborate with all other outside LE agencies and other organizations where <b>burglary of</b> a motor vehicle or theft of parts <b>occurred</b> in the commission of the crime (includes identification of vehicle). Include all coverage jurisdictions here.	Number of times collaborated with coverage area agencies or other law enforcement agencies and organizations that assist in the reduction of BMV or stolen parts. Collaboration means physically using law enforcement resources, tactics and authority to perform activity on cases that draw upon or aid in the investigation intended to further the resolution of any case, identify parties to crime, identify vehicles, interview witnesses/suspects and apprehend suspects. Collaboration will include any help, recommendation, contribution or support requested from or provided to another unit or offered by the taskforce that aids in the furtherance of auto theft investigations.	
3	<b>Goal 3: Educate/Train Citizens and Qualified Personnel in Detection and Prevention of Motor Vehicle Theft, Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories</b>		
3.1	<b>Strategy 1: Conduct Public Awareness Related Activities Used to Educate Citizens</b>		
3.1.1	Conduct educational outreach events (include trade show, exhibits, booths at community events, vehicle displays, brochures, etc.)	Number of outreaches	
3.1.2	Conduct educational presentations to the public	Number of presentations. Presentation means in person, on-line, original written document, article, or webpage.	
3.1.3	Number attended educational public presentations	Number of participants /attendees	

ID	Activity	Measure	Target
3.1.4	Conduct vehicle identification initiative/event	Number of etching events	
3.1.4.1	Conduct vehicle identification initiative/event	Number of Participants/Attendees (Vehicles Marked)	
3.1.5	Purchase advertisements in local outlets	Number of advertisements purchased	
3.1.6	Conduct vehicle report card initiatives.	Number report cards issued	
3.1.7	Utilize social media outlets (FaceBook, Twitter, Instagram, etc.)	Number of postings in social media outlets	
3.1.8	Deploy outdoor public notification signage	Number of deployments per month (if sign remains several months, count as 1 deployment per month)	
3.1.9	Provide assistance and/or information to individual citizens (phone/e-mail/ other media)	Number of citizens requesting assistance for month	
3.1.10	Conduct media outreach, including, public service announcements, press releases, and interviews	Number of outreaches	
3.2	<b>Strategy 2: Conduct Law Enforcement Training Activities to Educate Officers on Recognition and Apprehension of Stolen Vehicles and Property</b>		
3.2.1	Conduct law enforcement training (TCOLE)	Number of classes	
3.2.2	Number attended law enforcement training (TCOLE)	Number of participants	
3.2.3	Conduct vehicle crimes presentations to law enforcement agencies (non TCOLE)	Number of classes or presentations. Presentations may include electronic roll call documents, shift BOLOs and other written or presented materials based on local practices.	
3.2.4	Number attended vehicle crimes presentations to law enforcement agencies (non TCOLE)	Number of participants	
4	<b>Section 4: Border Security - Bridge / Port Operations</b>		
4.1	<b>Subsection 1: Inspection Activities</b>		
4.1.1	Number of days where one or more vehicle identification inspections occurred at a border crossing or port	Number of days	

ID	Activity	Measure	Target
4.2	<b>Subsection 2: Collaborations with other Agencies</b>		
4.2.1	Collaboration with U.S. Customs and Border Patrol (CBP) See Definition of collaboration 1.2.2. Note this item is a subset of 1.2.2 and 2.2.2	Number of events/times	
4.2.2	Collaboration with all other federal agencies (DHS, FBI, DEA, ICE, etc.). Note this item is a subset of 1.2.2 and 2.2.2	Number of events/times	
4.2.3	Collaboration with DPS or other state agency. Note this item is a subset of 1.2.2 and 2.2.2	Number of events/times	
4.2.4	Border Incident Assessment Reports related to Motor Vehicle Crime submitted to a Regional Joint Operations Intelligence Center.	Number of motor vehicle crime reports	
4.2.5	Other reports and assessments provided	Number of reports and assessments	
4.2.6	Intelligence Referrals Submitted	Report the total number of times a print or on-line document was provided to another LE agency for the purposes of further analysis or investigation, making decisions about potential threats, or apprehension of suspects.	
4.3	<b>Subsection 3: People (only if known or apparent) during investigation</b>		
4.3.1	Number of cases investigated where one or more persons were identified as transnational actors.	Count number of cases involving people identified as acting or communicating with actors in another country.	
4.3.2	Number of groups, gangs or associates identified as transnational. Note this item is a subset of 1.1.1.	Count number of groups associated with cases involving people identified as acting or communicating with actors in another country.	
4.3.3	Number of arrests of transnational actors. Note this item is a subset of 1.1.17 and 2.1.13	Number of people arrested identified as acting or communicating with actors in another country.	

ID	Activity	Measure	Target
5	<b>Section 5: Other Crime Reporting Associated with BMV/MVT</b>		
5.1	<b>Subsection 1: Title 5 - Crimes against persons in addition to BMV/MVT</b>		
5.1.1	Felonies	Provide the number of Title 5 crimes discovered for the month associated with an arrest	
5.1.2	Misdemeanors	Provide the number of Title 5 crimes discovered for the month associated with an arrest	
5.1.3	Number of apprehensions for smuggling of persons (People)	Report the number of times that an individual is taken into custody suspected of committing an offense involving smuggling (refers to knowingly engaging in the business of transporting or transferring fugitives or people in violation of the laws of any state or of the United States; including activities listed in Texas Penal Code, Sections 20.05).	
5.2	<b>Subsection 2: Title 7 - Crimes against Property in addition to BMV/MVT</b>		
5.2.1	Felonies	Provide the number of Title 7 crimes discovered for the month associated with an arrest	
5.2.2	Misdemeanors	Provide the number of Title 7 crimes discovered for the month associated with an arrest	
5.2.3	Number of apprehensions for smuggling Weapons.	Report the number of times that an individual is taken into custody suspected of committing an offense involving smuggling (refers to knowingly engaging in the business of transporting or transferring contraband such as weapons, currency, or wildlife that was acquired in violation of the laws of any state or of the United States; including activities listed in Texas Penal Code 46.14).	
5.2.4	Number of apprehensions for smuggling all other (All Other Contraband)	Report the number of times that an individual is taken into custody suspected of committing an offense involving smuggling (refers to knowingly engaging in the business of transporting or transferring contraband such as currency or wildlife that was acquired in violation of the laws of any state or of the United States).	

ID	Activity	Measure	Target
5.3	<b>Subsection 3: Title 8 - Crimes against Public Administration in addition to BMV/MVT</b>		
5.3.1	Felonies	Provide the number of Title 8 crimes discovered for the month associated with an arrest	
5.3.2	Misdemeanors	Provide the number of Title 8 crimes discovered for the month associated with an arrest	
5.4	<b>Subsection 4: Title 10 - Crimes against Public Health, Safety and Morals in addition to BMV/MVT</b>		
5.4.1	Felonies	Provide the number of Title 10 crimes discovered for the month associated with an arrest	
5.4.2	Misdemeanors	Provide the number of Title 10 crimes discovered for the month associated with an arrest	
5.5	<b>Subsection 5: Title 11 - Organized Crime in addition to BMV/MVT</b>		
5.5.1	Felonies	Provide the number of Title 11 crimes discovered for the month associated with an arrest	
5.5.2	Misdemeanors	Provide the number of Title 11 crimes discovered for the month associated with an arrest	
5.6	<b>Subsection 6: Texas Controlled Substances Act- Health and Safety Code (HSC)</b>		
5.6.1	Felonies	Provide the number of HSC crimes discovered for the month associated with an arrest	
5.6.2	Misdemeanors	Provide the number of HSC crimes discovered for the month associated with an arrest	
5.7	<b>Subsection 7: All Other Crimes</b>		
5.7.1	Felonies	Provide the number of all other crimes not listed above discovered for the month associated with an arrest	
5.7.2	Misdemeanors	Provide the number of all other crimes not listed above discovered for the month associated with an arrest	
5.8	<b>Subsection 8: Substances Discovered</b>		
5.8.1	Number of arrests made where drugs were discovered	Total number of arrest for MVT/BMV where drugs were present.	
5.8.2	Amount of drugs seized or identified during arrest of BMV or MVT where drugs were discovered	Total amount of drugs present in ounces during arrest for MVT/BMV. __oz . (Note 1 pound =16 ounces) we will report pounds of drugs seized to the LBB.	
ID	Activity	Measure	Target

5.9	<b>Subsection 9: Property Seized attributed to LEO's on the grant</b>	
5.9.1	Number of times in month seizure was used	Number of times in month that a seizure of property occurred
5.1	<b>Subsection 10: Stolen Property Recovered attributed to LEO's on the grant</b>	
5.10.1	Value of Vehicles recovered (the est. value of section 1.1.15)	Estimated dollar value
5.10.2	Number of component parts	Number of parts recovered
5.10.3	Value of component parts (the est. value of section 2.1.4)	Estimated dollar value
5.10.4	Weapons	Number of weapons
5.10.5	Value of Weapons	Estimated dollar value
5.10.6	Other (specify)	Type and number
5.10.7	Value for other	Estimated dollar value
5.10.8	Number of units of equipment recovered	Number of units of equipment
5.10.9	Value of equipment recovered	Estimated dollar value
5.10.10	Number of vehicles recovered from Mexico	Number of vehicles
5.10.11	Value for vehicles recovered from Mexico	Estimated dollar value
5.10.12	Cost of fraud related crime to State of Texas, local jurisdiction, or consumers.	Estimated dollar value of taxes, title fees, registration fees, value loss to insurer or consumer as a result of fraud related motor vehicle crime
5.11	<b>Subsection 11: Complaints and Charges</b>	
5.11.1	Apprehensions resulting in cases charged	Report the total number of <b>all types of cases</b> investigated and/or controlled by the taskforce personnel that were presented to a prosecutor by complaint or affidavit seeking criminal information or indictments (includes 1.1.4 and 2.1.7 above and any other types of charges submitted).
5.11.2	Apprehensions resulting in cases charged by complaint or indictment	Report the total number of <b>all types of cases</b> investigated and/or controlled by the taskforce personnel that were presented to a prosecutor that resulted in criminal information or indictments.

**5.10 Subsection 1**

- 5.10.1 Provide a brief description of the taskforce's major accomplishments for this quarter. Focus response on law enforcement, crime analysis, and prevention/education efforts. High level Commander Summary Report on the law enforcement operations for the quarter
- 5.10.2 Describe any issues or problems in operating the grant program and possible solution encountered this quarter. Focus response on the management and operation of the grant program. Medium level grant manager report on grant management activities that may positively or negatively affect progress or expenses reports.
- 5.10.3 Describe any personnel or contract and professional services changes made during this quarter. Focus response on changes in people that could impact the operation of the program, experience of the unit or indicate future training needs.
- 5.10.4 Describe any upcoming events, activities, or initiatives, in the next quarter. Major police operations planned, multi-agency cooperation, BMV/MVT police or citizen training events, car shows, stock shows or other major events.

**6 Section 7: Individual Stories or Success for Quarter**

- 7.1.1 Provide any significant contributions or success stories involving NICB, DPS, or other agents assisting the taskforce in the grant funded activity/program. (Required for all agencies using DPS or NICB as "in lieu of Cash Match). Provide examples of the benefits of collaborations and assist to outside agencies here.
- 7.1.2 Please provide success stories where the grant funded activity was successful or made significant progress in combating automobile theft or burglary.
- 7.1.3 Was there a press conference or media coverage? Yes or No
- 7.1.4 If legislator(s) were notified, invited, or involved in press conference, please indicate legislators' name and office
- 7.1.5 Please provide at least one example that demonstrates the grant funded program/activity helped an individual, business or victim in the community.
- 7.1.6 Please provide success stories where the grant funded activity/program helped other law enforcement agencies. Be sure to specifically include highlights and examples related to grant coverage areas assisted during the quarter.