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COLORADO
DEPARTMENT
OF PUBLIC SAFETY



CATPA
710 Kipling St.
Suite 404
Lakewood, CO 80215-5865
(303) 239-4560

December 18, 2009

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City of Commerce City
7887 East 60th Avenue
Commerce City, Colorado 80022

Dear Commander Woog:

We are pleased to inform you that the following grant application for the Colorado Automobile Theft Prevention Authority (CATPA) has been approved for funding:

Project: Commerce City/Thornton/Adams County Auto Theft Prevention Program

Grant Amount Awarded: \$92,975.00

Grant #: CATPA: BC18

I. FUNDING

The Colorado Department of Public Safety administers the Colorado Auto Theft Prevention Authority grant funds. Funding is provided under state statute C.R.S. 42-5-112. This funding is supplied through insurers of Colorado's auto insurance policy. Each insurer that issues a policy shall pay a biannual fee to the Automobile Theft Prevention Board. The amount of the fee is equal to one dollar multiplied by the number of motor vehicles insured annually. These funds are granted for the purpose of reducing motor vehicle theft in Colorado.

II. GRANT AGREEMENT

Three copies of the grant agreement are enclosed, for your review and signature. This is a new standardized contract for grants between the State of Colorado and a grantee.

Please review the agreement and the following information:

Bill Ritter, Jr.
GOVERNOR
Peter A. Weir
EXECUTIVE DIRECTOR
Colorado State
Patrol
Colorado Bureau
of Investigation
Division of
Criminal Justice
Office of Preparedness,
Security and Fire Safety



A.) GRANTEE Section (Page 16 of 16 - top left block):

Complete the signature block on the three enclosed Grant Agreements. **The three Grant Agreements must contain original signatures. Photocopies cannot be accepted.**

The following items are required on the signature page:

- ✓ Signature of Authorized Individual
- ✓ Date of signature

Legal signatory authority of Grantee will need to be verified in order to comply with signing this agreement. For example, a county may require the county commissioner to sign contracts/agreements. A city may require the mayor to sign contracts/agreements. Please review page 6 of 16 - Section 12B Legal Authority - Grantee and Grantees Signatory.

B.) The following items have been added to the Grant Agreement. Please review these items to verify accuracy:

- ✓ Page 1 of 16 – At the top of the page, review the grantee's full legal name.
- ✓ Page 1 of 16 – Section 1 Parties. Review grantee's name.
- ✓ Page 3 of 16 – Sections 5A Term and Early Termination and 6A Statement of Work. Review the end of date agreement.
- ✓ Page 3 of 16 – Section 7B Payments to Grantee. Review maximum award amount.
- ✓ Page 10 of 16 – Section 16B Notices and Representatives. Review grantee information block.

C.) Please update exhibits A through E to match the approved grant award. The grant funding has been awarded as follows: Personnel \$4,850; Overtime \$18,630; Equipment \$69,495 (Three Automated License Plate Readers (ALPR), Server, Service and a Laptop.)

- ✓ Exhibit A – Application
 - Update the Grant Request to \$92,975
 - Update the Length of Project to one (1) year.
 - Number the page 1 of 1
- ✓ Exhibit B - Project Description
 - Update the Exhibit B Project Description. Update Part B through D to reflect the scope of work and performance for three ALPR's.
 - Number the pages 1 of ___ to reflect the pages in the Exhibit B, Project Description.
- ✓ Exhibit C – Budget
 - Update the budget to reflect one (1) year.
 - Update the budget line items to match the awards as follows:
 - Personnel \$4,850
 - Overtime \$18,630
 - Equipment: \$69,495
 - Total \$92,975
 - Number the pages 1 of ___ to reflect the number of pages in Exhibit C, Budget.

- ✓ Exhibit D - Budget Narrative
 - Update the budget narrative to match the budget.
 - Number the pages 1 of __ to reflect the pages in Exhibit D, Budget Narrative.
- ✓ Exhibit E - Application Signatures. No changes required.

Please return the three signed grant agreements with the updated Exhibits A through D to:
 Colorado Automobile Theft Prevention Authority
 710 Kipling Street, Suite 404
 Lakewood, CO 80125

III. REIMBURSEMENT

The following identifies the requirements for reimbursement of your expenditures. **Remember that you cannot have expenditures to be reimbursed prior to the Grant Agreement being finalized.**

- Careful records of all your project expenditures must be kept. We will need this documentation in order to make reimbursements throughout your project and upon project completion.
- Please submit invoices monthly. Make sure to enclose all receipts and supporting documentation with invoices.
- Please reference the attached information, Exhibit F – Invoice, Exhibit F-1 Invoice Instructions and Exhibit F-2 Sample Budget when submitting your project expenditures for reimbursement.
- All items and amounts requested for reimbursement must correspond to the categories and amounts approved in the grant budget attached to your grant agreement.

IV. REPORTING

- Quarterly Report: Quarterly reports are required and will be sent electronically for completion.
- Quarterly reports are due as follows:
 - ✓ Report covering activities for January, February, and March are due April 30th.
 - ✓ Report covering activities for April, May and June are due July 31st.
 - ✓ Report covering activities for July, August and September are due October 31st.
 - ✓ Report covering activities for October, November and December are due January, 31st.
- Review Page 4 of 16 Section - 8A Reporting – Notification Performance, Progress, Personnel, and Funds for reporting requirements.

When your project is complete, a state representative must conduct a final review of your project. Please contact the CATPA Program to schedule a visit when the project has been completed.

V. INSURANCE OR SELF-INSURANCE

It is required to provide proof of insurance or documentation of being "self insured." Please provide the following:

- **Public Entities:** If a Grantee and its Sub-grantees are a "public entity" within the meaning of the Colorado Governmental Immunity Act, the grantee will obtain and maintain proof of insurance through commercial policy or self-insurance as specified at all times during the term of the grant. Please provide a certificate of insurance or a certificate of self-insurance.
- **Non-Public Entities:** If a Grantee and its Sub-grantees are not a "public entity" within the meaning of the Colorado Governmental Immunity Act, the grantee will obtain and maintain proof of insurance through coverage's as specified at all times during the term of the grant. Please provide a certificate of insurance.
- Please reference page 7 of 16 Section - 13A and 13B Insurance: Grantee Public Entities and Non- Public Entities of the grant agreement for insurance policy requirements.

VI. ACKNOWLEDGMENT

All work products as identified in Section - 17 Rights in Data, Document, and Computer Software will include the CATPA logo and/or wording as follows:

- "Funded in Partnership with the Colorado Auto Theft Prevention Authority"
- This artwork is available upon request.

VII. GRANT AGREEMENT MODIFICATIONS

Once the agreement is finalized, if you need to modify your grant agreement there are three potential options as follows:

- Grantee may adjust budgeted expenditures up to 10% or decrease 10% within each line item of the budget without approval of the State. Please reference page 4 of 16 - Section 7C Use of Funds.
- With the exception listed above, modifications to this agreement will not be effective unless agreed to in writing by both parties.

- An amendment will need to be completed to modify the following 1.) Project description or scope of work or 2.) Contract terms, such as end date of project. An option letter will need to be completed to modify the following: 1.) The contract term, 2.) Increase or decrease in quantities and 3.) Change of budget line items over 10%.
- Exhibit H – Sample Option Letter and Exhibit I- Sample Amendment are attached. These can be provided electronically if needed for future modifications.

VIII. REVIEWER'S COMMENTS

Attached are grant reviewer's comments supplied during the rating process of your application. These comments have been returned to you as constructive guidelines to aid in the compiling and writing process of future grant applications.

We would also like to include information on where your grant was ranked amongst all other applicants.

Your Score: 74.5%
 Highest Score Funded: 78.7%
 Lowest Score Funded: 61.5 %
 Lowest Score: 61.5%

IX. EXPIRATION

Review the attached Grant Agreement and please note the expiration date of December 31, 2010. It is important to complete the work outlined in the grant in the time allotted. Extensions to this date will only be considered by the CATPA Board when extenuating circumstances are involved.

If you have any questions please contact Lori Collins Malcolm at (303) 239-4560 or Lori.Malcolm@cdps.state.co.us.

Thank you for your work and dedication to automobile theft prevention in Colorado.

Sincerely,

Lori Collins Malcolm

Lori Collins Malcolm
 CATPA Grant Manager