

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: POLICE

AGENDA DATE: April 24, 2012

CONTACT PERSON NAME AND PHONE NUMBER: Assistant Chief, Eric Shelton/ 494-7455

DISTRICT(S) AFFECTED: Citywide

SUBJECT:

Approve a resolution authorizing the City Manager to sign the grant application for including all understandings and assurances contained therein, as well as alter or terminate the grant, to the Texas Auto Burglary & Theft Prevention Authority (ABTPA) for the ABTPA grant program in the amount of \$1,724,422.00 with a local cash match of \$448,470 and an in-kind match of \$1,595,957.00 for a total of \$3,768,849.00.

BACKGROUND / DISCUSSION:

The purpose of this grant is to continue the efforts of the El Paso Police Department's Auto Theft Task Force against auto theft and related crimes in the City of El Paso. The grant money will cover Auto Theft Task Force officers and civilian personnel salary, fringe benefits, overtime, equipment, training, and other direct operating expenses.

PRIOR COUNCIL ACTION:

No.

AMOUNT AND SOURCE OF FUNDING:

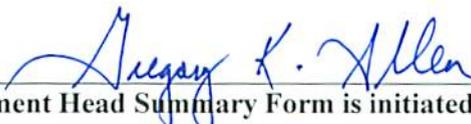
A cash match is required in the amount of \$448,470.00 from the General Fund.

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. That the El Paso City Council approves submission of the grant application to the Auto Burglary & Theft Prevention Authority ("ABTPA") for the benefit of the El Paso Police Department's Auto Theft Task Force, also known as El Paso County Auto Burglary and Theft Prevention Task Force.

2. The City Manager be authorized to sign the grant application including all understandings and assurances contained therein, as well as apply for, accept, reject, alter or terminate the grant in the amount of ONE MILLION SEVEN HUNDRED TWENTY FOUR THOUSAND FOUR HUNDRED TWENTY TWO AND NO/100 DOLLARS (\$1,724,422.00) from Auto Theft & Burglary Authority to the El Paso Police Department, for purpose of continuing the efforts of the El Paso Police Department's against auto theft and related crimes for the City of El Paso.

3. The City of El Paso agrees to provide a cash match in the amount of FOUR HUNDRED FORTY EIGHT THOUSAND FOUR HUNDRED SEVENTY AND 00/100 DOLLARS (\$ 448,470.00), and in-kind match in the amount of ONE MILLION FIVE HUNDRED NINETY FIVE THOUSAND NINE HUNDRED FIFTY SEVEN AND 00/100 DOLLARS (\$1,595,957.00).

4. The El Paso City Council agrees that the existence of an award will not be used to offset or decrease total salaries, expenses and allowances that the City of El Paso receives or provides to its police department at or after the time the grant is awarded.

ADOPTED this 24th day of April 2012.

CITY OF EL PASO

John Cook
Mayor

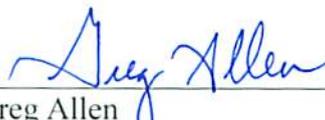
ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Nathan L. Brown
Assistant City Attorney



Greg Allen
Chief of Police



AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

Form ABTPA-104
(01/12)

Application for State Assistance

1. For ABTPA Use Only	3. a. Date Submitted May 4, 2012	b. Applicant Identifier														
2. State Program Classification (For ABTPA Use Only)	4. a. Date Received by State	b. State Application Identifier														
5. Applicant Information																
a. Legal Name: City of El Paso		c. Organizational Unit:														
b. Address (give street or P. O. Box, City, County, State, and Zip Code) 9600 Dyer St. El Paso, TX. 79924		d. Name and telephone number of person to be contacted on matters involving this application (give area code) Lieutenant Reginald Moton (915) 298-9605														
6. State Payee Identification Number:	7. Type of Applicant (enter the appropriate letter in box) <input checked="" type="checkbox"/> C															
<table border="0"> <tr> <td>A. State</td> <td>H. Independent School District</td> </tr> <tr> <td>B. County</td> <td>I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Nonprofit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Other (specify): _____</td> </tr> </table>			A. State	H. Independent School District	B. County	I. State Controlled Institution of Higher Learning	C. Municipal	J. Private University	D. Township	K. Indian Tribe	E. Interstate	L. Individual	F. Intermunicipal	M. Nonprofit Organization	G. Special District	N. Other (specify): _____
A. State	H. Independent School District															
B. County	I. State Controlled Institution of Higher Learning															
C. Municipal	J. Private University															
D. Township	K. Indian Tribe															
E. Interstate	L. Individual															
F. Intermunicipal	M. Nonprofit Organization															
G. Special District	N. Other (specify): _____															
8. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, check appropriate box(es). <input type="checkbox"/> Increase Award <input type="checkbox"/> Decrease Award <input type="checkbox"/> Other (specify) <input type="checkbox"/> Increase Duration <input type="checkbox"/> Decrease Duration	9. Name of Grantor Agency: Texas Automobile Burglary & Theft Prevention Authority 4000 Jackson Avenue Austin, Texas 78731 Phone: (512) 374-5101 Fax: (512) 374-5110 Website: www.txwatchyourcar.com															
10. Title of Project: El Paso County Auto Burglary & Theft Prevention Task Force	11. Areas of Project Activities (Cities, Counties, States, etc.) City of El Paso County of El Paso / Within the State of Texas															
12. Proposed Project Start Date: 09/01/12 Ending Date: 08/31/13	13. Is application subject to review by state executive order 12372 process? <input type="checkbox"/> YES, this application was made available to the Texas Review and Comment System (TRACS) for review on _____ Date: <input type="checkbox"/> Program is not covered by E. O. 12372 <input type="checkbox"/> Program has not been selected by state for review <input checked="" type="checkbox"/> NO															
14. Funding Summary: Total of a, b, & c must agree with d. Note: Please enter whole dollars for the amounts requested.	15. Is the applicant delinquent on any federal debt? <input type="checkbox"/> YES If "Yes" attach an explanation <input checked="" type="checkbox"/> NO															
a. Total State Grant Funds Requested (ABTPA) \$ 1,724,422																
b. Cash Match \$ 448,470																
c. In-Kind Match \$ 1,595,957																
d. TOTAL(s) \$ 3,768,849																
16. To the best of my knowledge and belief, all data in this application is true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.																
a. Typed name of Authorized Official <u>Joyce Wilson</u>	b. Title <u>City Manager</u>	c. Telephone Number <u>(915) 541-4884</u>														
d. Signature of Authorized Official _____	e. Date Signed _____															



PROJECT APPROVAL INFORMATION

Item 1.

Does this assistance request require state, local, regional, or other priority rating?

Yes No

Name of Governing Body _____

Priority Rating _____

Item 2.

Does this assistance require state, or local advisory, educational, or health clearance?

Yes No

Name of Agency or Board _____

(Attach Documentation) _____

Item 3.

Does this assistance request require state, local, regional, or other planning approval?

Yes No

Name of Approving Agency ABTPA

Item 4.

Will the assistance requested serve a federal installation?

Yes No

Name of Federal Installation _____

Federal Population Benefiting from Project _____

Item 5.

Will the assistance requested have an impact or effect on the environment?

Yes No

See instructions for additional information to be provided.

Item 6.

Will the assistance requested cause the displacement of individuals, families, businesses or farms?

Yes No

Number of Individuals _____

Families _____

Businesses _____

Farms _____

Item 7.

Is there other related assistance on this project (previous, pending, or anticipated)?

Yes No

See instructions for additional information to be provided.



BUDGET SUMMARY

Section A - Budget Summary						
Line	Schedule	Budget Categories	(1) ABTPA Funds	(2) Cash Match	(3) In-Kind Match	(4) Total
1	A	Personnel (Direct Salaries)	779,326	80,215	1,157,836	2,017,377
2	A	Personnel (Fringe Benefits)	217,640	98,610	438,121	754,371
3	B	Professional and Contractual Services	91,236			91,236
4	C	Travel	10,000	35,000		45,000
5	D	Equipment	418,985			418,985
6	E	Supplies and Direct Operating Exp.	207,235	234,645		441,880
7		Total Direct Charges (Sum of 1-6)	1,724,422	448,470	1,595,957	3,768,849
8	F	Indirect Costs				
9		TOTALS (Sum of 7-8)	1,724,422	448,470	1,595,957	3,768,849

Section B - Cash and/or In-Kind Match
 Enter separately each source of matching funds and the amounts.
 Total Match must agree with the total of Line 9, Column 2 and Column 3 above and the total of lines 14 (b) and (c) on ABTPA-1.

CASH				TOTAL
Source	Amount	Source	Amount	
A	178,825		0	178,825
E	0		234,645	234,645
C	35,000			35,000
PROGRAM INCOME (To be utilized.)				TOTAL 448,470
Total Program Income (available) \$				
IN-KIND (Total must agree with ABTPA-1, Line 14c.)				TOTAL 1,595,957
Source	Amount	Schedule	Amount	
A	1,595,957	D		1,595,957
B		E		
C				
				TOTAL MATCH 2,044,427

**AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY**Form ABTPA-104
(01/12)**SCHEDULE A****PERSONNEL**

1. Direct Salaries		(1)	(2)	(3)	(4)
Title or Position	% of Salary	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
(A) Police Lieutenant	100			92,632	92,632
(B) Police Sergeant	100	77,357			77,357
(C) Police Sergeant	100	78,801			78,801
(D) Police Sergeant	100			76,287	76,287
(E) Police Detective / Officer	100			69,412	69,412
(F) Police Detective / Officer	100			69,383	69,383
(G) Police Detective / Officer	100			69,287	69,287
(H) Police Detective / Officer	100			59,591	59,591
(I) Police Detective / Officer	100			69,287	69,287
(J) Police Detective / Officer	100			67,220	67,220
(K) Police Detective / Officer	100			68,626	68,626
(L) Police Detective / Officer	100			69,287	69,287
(M) Police Detective / Officer	100			69,769	69,769
(N) Police Detective / Officer	100			68,497	68,497
(O) Police Detective / Officer	100			69,479	69,479
(P) Police Detective / Officer	100			67,220	67,220
(Q) Police Detective / Officer	100			69,383	69,383
(R) Police Detective / Officer	100			68,554	68,554
(S) Police Detective / Officer	100	68,599			68,599
(T) Police Detective / Officer	100	67,906			67,906
(U) Police Detective / Officer	100	59,591			59,591
(V) Police Detective / Officer	100	63,131			63,131
(W) Police Detective / Officer	100	57,237			57,237
(X) Police Detective / Officer	100	68,554			68,554
(Y) Police Detective / Officer	100	64,036			64,036
(Z) Police Detective / Officer	100	69,528			69,528
(AA) Police Officer / Detective	100	63,131			63,131
(AB) Senior Office Assistant	100			33,922	33,922
Overtime		41,455	80,215		121,670



AUTOMOBILE BURGLARY & THEFT PREVENTION AUTHORITY

Form ABTPA-104
(01/12)

TOTAL Direct Salaries	100%	779,326	80,215	1,157,836	2,017,377
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2. Fringe Benefits

	% of \$ Rate				
FICA	@	16,671		17,880	34,551
Retirement	@	147,642		212,283	359,925
Insurance	@	109,674		144,105	253,779
Other: Unempl./Workers Comp.	@	42,263		63,853	106,116
Other: ABTPA funds 25% of FB	@	-98,610	98,610		0
TOTAL Fringe Benefits		217,640	98,610	438,121	754,371
TOTAL PERSONNEL BUDGET		996,966	178,825	1,595,957	2,771,748



SCHEDULE A PERSONNEL NARRATIVE

1. Attach a description of the duties or responsibilities of each position. (Job posting can not substitute for descriptive narrative for each position.)

- ♦ **Include only one position per line.**
- ♦ **Percentage of salary to be funded by grant funds.**
- ♦ **Should reflect employee's gross salary attributable to the project.**
- ♦ **Include percent of time on auto theft for each position. (40 hours per week)**

Police Lieutenant

Under indirect supervision, oversees operation of the Auto theft Task Force. Administers and executes ABTPA grant and associated grants. Oversees operation of auto salvage, and related programs. Commands unit to assure Department goals and objectives are met. Interacts frequently with Department managers, other City departments, law enforcement agencies and governmental entities. Requires frequently changing work schedules, availability for call-out and occasional rotating shift work.

Police Sergeant

Under general supervision, directly supervises a tactical team to ensure quality and accuracy; makes assignments and coordinates activities of unit; ensures assignments are completed in a timely manner, monitors and reviews cases; prepares reports as assigned. Develops and implements Action Plans. Provides training and ensures logistical needs of unit are met. Assists in budget preparation, monitors budget, supplies and equipment. Interacts frequently with department supervisors, the general public, business community, civic organizations, and other city departments, law enforcement agencies and government agencies. Position will require shift work and call out availability.

Police Detective

Under direct and indirect supervision, prepares quality and accurate investigations of auto related offenses. Develops and works with informants. Conducts surveillance in plain clothes capacity checking for on-view vehicle thefts and other crimes while remaining responsive to the patrol division. The detective will use a proactive approach regarding auto thefts through participation of any and all related duties to include, but not limited to Crime Prevention Presentations; Border Partners (travel to Mexico); Surveillance; and Investigations. Will interact frequently with Department supervisors and managers; the general public; business community; other law enforcement agencies; and civil and regulatory governmental entities. Upon accepting this position, the detective acknowledges and agrees unconditionally that he/she will be required to frequently change work schedules; days off; be on continuous call-out status; travel; and/or work rotating shifts. The detective further agrees that if at any moment the detective is no longer able or willing to accept the position requirements the detective forfeits any position/assignment with the Auto Theft Task Force.

Police Officer

Under direct and indirect supervision, prepares quality and accurate investigations of auto related offenses. Develops and works with informants. Conducts surveillance in plain clothes capacity checking for on-view vehicle thefts and other crimes while remaining responsive to the patrol division. The officer will use a proactive approach regarding auto thefts through participation of any and all related duties to include, but not limited to Crime Prevention Presentations; Border Partners (travel to Mexico); Surveillance; and Investigations. Will interact frequently with Department supervisors and managers; the general public; business community; other law enforcement agencies; and civil and regulatory governmental entities. Upon accepting this position, the officer acknowledges and agrees unconditionally that he/she will be required to frequently change work schedules; days off; be on continuous call-out status; travel; and/or work rotating shifts. The officer further agrees that if at any moment the officer is no longer able or willing to accept the position requirements; the officer forfeits any position/assignment with the Auto Theft Task Force.

Translation Specialist/Senior Secretary

Interprets/Translates from Spanish to English and English to Spanish, official proceedings and any other communication and reduces to writing. Types memoranda, correspondence, reports, forms and related materials from rough copy, sound recordings or other sources; takes and transcribes dictation and minutes; composes routine correspondence for the project directors signature; composes all mail responses to public inquiries and complaints; screens and distributes departmental mail.



Establishes and maintains files and records; reviews documents for accuracy and completeness and corrects grammatical errors and alerts the project director to any errors pertaining to content. Compiles information for reports; maintains balances on budget accounts, inventory lists and related records. Greets visitors and provides information or refers visitors to the appropriate person; takes and relays messages, information and instructions to designated personnel. Schedules appointments for the project director and other department staff; arranges travel itineraries and reservations for department staff; arranges time and place of board, committee and staff meetings and notifies interested parties; prepares, posts and distributes agenda and related materials; takes/transcribes minutes of board, committee and staff meetings. Operate electronic office equipment including typewriters, word processing and computerized input and retrieval system.

Auto Theft Public Awareness Manager

Duties include the following: Develops and manages specified marketing and communication programs regarding Texas Auto Burglary and Theft Prevention through planning and implementing specific public awareness and training events. Involves: Plan create, implement, and review a variety of promotional and explanatory campaigns. Recommend, implement and advise management and employees on departmental public relations policies and procedures. Provide support to the El Paso Police Department's Auto Theft Task Force in various projects and events. Write, compose, edit, layout, photograph, select, assemble, and communicate original material for internal and public distribution, as necessary, using journalistic styles and graphic designs suitable to its purpose, including but not limited to, radio, television, or oral and visual presentation scripts, speeches, regular and special reports, correspondence, news releases or advisories, association news letters and publicity packets. Prepare weekly and monthly statistical information. Involves: Assisting in the development of comprehensive documents for ABTPA grant funding activities, including assisting in the preparation of reports to federal agencies and long-term planning documents. Review and interpret reports received from the public sector and verify accuracy. Develop manage and participate in social media. Involves: Coordinate and participate in public speaking engagements, conferences exhibits, auto theft prevention training and various activities that support the statewide goal of vehicle crimes prevention and the "Watch Your Car" Campaign. Actively participate in a wide variety of social media activities such as blogging, community development and management, social bookmarking, or commenting. Coordinate with Auto Theft experts throughout Texas in developing comprehensive vehicle theft prevention training aimed at educating the Texas law enforcement officer. Promote and monitor Texas H.E.A.T. Registration Program. Work with private sector, insurance companies and local businesses for potential funding and/or resources for distribution of auto theft prevention information to vehicle owners and operators in Texas. Serve as a liaison between the El Paso County Auto Burglary and Theft Prevention Task Force and The El Paso Police Department Public Information Office to the media and keep communication with insurance companies, vehicle theft -related professional associations and other businesses with an interest in vehicle theft prevention. Establish rapport and maintain effective working relationships with community officials and representatives with an interest in vehicle theft prevention as well as new and used car dealers, to develop and implement auto theft awareness/prevention programs designed to educate customers purchasing new cars and trucks.

Senior Office Assistant

Greet and assist city personnel, officials and the public in person and over the telephone. Involves: Greet and respond to visitors and personnel in a professional manner. Provide appropriate information and documents to city personnel and the public related to area of responsibility. Exercise of proper telephone etiquette, responding to inquiries, taking messages and forwarding inquiries to the appropriate party. Prepares and edits specialized documents and correspondence for review. Reviews and enters sensitive or complex data, maintains records and files, databases and record keeping sources. Update and prepare spreadsheets, and generate reports. Review computer generated printouts for accuracy. Assist users with printer problems. Perform a broad variety of related office clerical activities and support functions. Receive, review and sort mail, interoffice correspondence, packages and other communications.

2. Fringe Benefits Narrative

(Describe fringe benefits and how expenses were calculated).

Fringe Benefits include FICA, Unemployment, Insurance, Pension and Workers Compensation. Fringe Benefits were calculated using the figures provided on Form D from the City of El Paso HR Department. Direct Salaries were separated from Fringe Benefits and the total sum of FICA, Unemployment, Insurance, Pension and Workers Compensation were totaled to come up with the sum of Fringe Benefits.



SCHEDULE A - OVERTIME NARRATIVE

REQUIRED NARRATIVE: Provide a brief summary on the use of overtime funds.

- 1. Include description of work activity to be conducted.**
- 2. Estimate number of hours and cost for overtime activities.**

Overtime funds will be used towards combining our efforts with U.S. Customs to conduct bridge operations at the U.S. and Mexican ports of entry (both north and southbound lanes). This strategy needs to be implemented and carried out outside of our normal tour of duty in order to assist in recovering and preventing stolen vehicles from being taken into Mexico as well as recovering those brought back into the U.S. from Mexico. The overtime would also go toward conducting Salvage Inspections at various car lots, mechanic shops and junk yards. These Salvage Inspections are used to assist in the recovery of stolen vehicles, vehicle engines as well as other vehicle parts and to verify that car lots, mechanic shops and junk yards are operating in compliance with local and state laws. Overtime funds will be used to fund surveillance operations designed to locate and surveil Repeat Auto Thieves in an effort to hinder their ability to continuously commit Auto Theft and its associated crimes. In addition, certain investigations which require extensive time to process along with surveillance operations targeting Repeat Auto Thieves will require the use of overtime. All Task Force Members who work ABTPA Grant overtime will be required to complete and sign a log sheet documenting specific times locations and activity. Log Sheets will be reviewed and signed by the assigned immediate supervisor responsible for the Task Force Officer during the overtime operation. Log sheets will be turned in prior to the Task Force Officer being dismissed from the overtime operation. Administrative duties are also an essential element in the successful operation of this program. During FY11 the Auto Theft Task Force worked 2,908.75 hrs. of ABTPA overtime at a cost of \$172,003 In addition to the overtime paid by the ABTPA, the Auto Theft Task Force worked another 746 hrs. of overtime at a cost of \$37,981 which was paid by the City of El Paso. It is estimated that during FY13 overtime for the Auto Theft Task Force will cost \$200,000.



SCHEDULE B

PROFESSIONAL AND CONTRACTUAL SERVICES

Description of Service	(1) ABTPA Funds	(2) Cash Match	(3) In-Kind Match	(4) TOTAL
(A) Translator Specialist	42,209			42,209
(B) Public Awareness Manager	49,027			49,027
(C)				
(D)				
(E)				
(F)				
(G)				
(H)				
(I)				
(J)				
TOTAL PROFESSIONAL AND CONTRACTUAL SERVICES	91,236			91,236



SCHEDULE B PROFESSIONAL AND CONTRACTUAL SERVICES NARRATIVE

REQUIRED NARRATIVE: Briefly describe any anticipated contractual arrangement and work products expected. Describe basis for arriving at the cost of each line item. Professional services (such as consultants, trainers, counselors, evaluators, etc.) should be described by type of service, number of hours, rate per hour, and travel costs, if any.

Professional and Contractual Service Award would compensate the continued employment of a Senior Office Secretary (Class Code 11120 GS49) / Translator for use in the Border Partners Project portion of this grant application.

As per the City's Human Resources Department; the duties are based on the expected needs and requirements of the position closest related to any other clerical position available within the Personnel Department, which are subject to change without prior notice. Additionally, the salary shall also be the maximum according to the job description as it compares with other related clerical positions within the City of El Paso, i.e., Senior Secretary as noted above. The position will be carried out under a contractual agreement pre-approved by the Director of Human Resources of the City of El Paso. The Job Description as provided in the City's HR Website is listed in Section A (Personnel Narrative) of this application.

Attached earnings; which include fringe benefits provided in Form D or by the Director of Human Resources of the City of El Paso will verify and confirm the employees wages and benefits. Thereafter; upon ABTPA's approval, the contract will be fully grant funded. The Senior Secretary / Translator will work a forty-hour work week; and to prevent a violation of such contract; one hundred (100%) percent of the employee's time will be strictly directed and limited to the tasks directly associated with this grant (contract). All travel associated with this position will be conducted in accordance with the City of El Paso's most current Travel Policy.

Any and all other unrelated duties must be performed outside of the employee's forty-hour work week; thus shall be paid on an overtime basis, funded by a source outside of this grant. No ABTPA overtime monies may be utilized to fund duties outside the scope of this grant.

Professional Contractual Service Award would also be used to compensate an Auto Theft Public Awareness Manager (if approved) for use in the management of the Public Awareness /Crime Prevention portion of this grant application. This position would be a civilian managerial position and would be an additional position to the Auto Theft Task Force Public Awareness/Crime Prevention Program. The Auto Theft Public Awareness Manager would manage the activities associated with the Public Awareness/Crime Prevention Office and; would work closely with the Crime Prevention Officer to provide increased public awareness activities and displays in addition to collaborating with the media and businesses in the public sector; to promote Auto Theft and Auto Burglary Awareness within the City and County of El Paso.



SCHEDULE C

TRAVEL

1. In-State Travel (Specify clearly and use continuation pages if necessary)

		(1)	(2)	(3)	(4)
Purpose	Destination	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
4 ABTPA Meetings / Annual Conference	Austin, Texas				0
		1,500	12,000		13,500
Grant Workshop	Austin, Texas	2,000	5,000		7,000
Border Solutions		1,000	5,000		6,000
DPS Training Classes		4,000	8,000		12,000
3 TAVTI Meetings		1,500	5,000		6,500
TOTAL In-State Travel		10,000	35,000		45,000

2. Out-of-State Travel (Specify clearly and use continuation pages if necessary)

		(1)	(2)	(3)	(4)
Purpose	Destination	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
TOTAL Out-Of-State Travel					
TOTAL TRAVEL BUDGET		10,000	35,000		45,000



SCHEDULE C TRAVEL NARRATIVE

REQUIRED NARRATIVE: Briefly describe the applicant's travel policy (i.e., mileage rates and per diem rates). Specify purposes for each item of travel. Break out costs of each in-state and each out-of-state trip to separately show the specific costs of transportation and per diem. Describe travel purposes and expense calculations (example: purpose, number of participants, number of days/nights, costs for lodging/per diem, transportation, parking, etc).

Travel requests will be used to fund travel for out of town training as the continued emphasis on crime prevention and syndicated crime disruption requires the Task Force to stay a step ahead of the criminal element. The Task Force has made several contacts nationwide that specialize in the investigation of organized crime and strides will be made to receive training from these agencies throughout the nation. Every officer on the street knows that the auto thief is the most elusive of all criminals. With the increase in cartel activity in Mexico, the "Auto Theft Business" has become more lucrative in recent years, attracting new and more ambitious criminals to the ranks of the organized crime groups. The El Paso County Auto Burglary & Theft Prevention Task Force will utilize all resources, community support, and specialized training in its fight against auto theft.

The members of the El Paso County Auto Burglary & Theft Prevention Task Force will attend locally provided advanced auto theft courses related to criminal investigation, insurance fraud, crime prevention, community policing, maintaining and documenting informants, apprehension and identification of suspects, and stolen vehicles. The additional specialized training will assist the Task Force in the empowerment of the community and other law enforcement agencies by training them in the deterrence of auto theft.

The funds will also pay for attendance to four ABTPA meetings; one grant workshop; one grant review and; one Border Solutions Committee Meeting held throughout the State of Texas and/or Mexico. The Project Director, Administrative Sergeant, the Crime Prevention Officer from the Task Force, and/or a member of the Grants Unit, when necessary, will attend meetings to keep informed of any changes. In addition, other members of the Task Force as recommended by the Project Director may travel of the meetings to participate in subcommittees or other initiatives if required by ABTPA in writing.

Investigation and International Border Conferences are also included in this request, such as: TAVTI & DPS Training and Conferences. El Paso's proximity to the Southwest states of New Mexico and Arizona as well as Mexico, makes investigative travel a necessity. The requested figures shown for travel is an estimate based on anticipated travel, both in and outside the State of Texas, including the need for investigative intelligence travels into Mexico and the State of New Mexico. Certain members of the Task Force will require travel into Mexico for training and prosecutorial purposes on behalf of U.S. cases acting as the representative of the complainant. The training will encompass the ever-changing protocol and procedures of law related to the recovery of stolen vehicles in Mexico. Border Partners Initiative will be working closely with local, state, and federal agencies from Mexico and as such will need the presence of these members in various Mexican cities. (Note: all interaction and/or travel into Mexico will be reviewed and approved by both the City Attorney's Office and the Chief's Office).

The members of the Auto Theft Task Force will also seek training on intelligence identification, trend analysis, and the recovery and seizure of assets involved with organized crime. The training and travel is anticipated both in and outside the State of Texas. This training will supplement the overall mission of the project which is the reduction of auto theft and the recovery of stolen vehicles in a foreign country. Attached you will find the "Administrative Directive" from the City of El Paso, Texas concerning travel authorization and expense allowances.

Attached you will find the "Administrative Directive" from the City of El Paso, Texas concerning travel authorization and expense allowances.



SCHEDULE D

EQUIPMENT PURCHASES

	(1)	(2)	(3)	(4)
Equipment Name or Description and Quantity (Do Not List Brand Names)	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
(A) Laptops (6)	13,985			13,985
(B) High Profile Vehicles (10)	350,000			350,000
(C) License Plate Reader & Software (1)	55,000			55,000
(D)				
(E)				
(F)				
(G)				
(H)				
(I)				
(J)				
(K)				
(L)				
(M)				
(N)				
(O)				
(P)				
(Q)				
TOTAL EQUIPMENT PURCHASES	418,985			418,985



SCHEDULE D EQUIPMENT NARRATIVE

REQUIRED NARRATIVE: Briefly describe the use of equipment and the cost of each line item.

Laptops (6): \$13,985

The Auto Theft Task Force is in need of additional laptops. The laptop computers will assist detectives / officers with case management / presentation administrative work while outside of the office. These laptop computers come with an Intel Core 17-2677M Processor 1.8 GHz (2.8 GHz with Turbo Boost Technology), 3MB LG Cache and a 13.3 inch HD TruBrite LED Backlit Screen Display. The 1.8 GHz processor will enable the system to be compatible in operating the latest technology related to any of the bait vehicles. The 13.3 inch screen display will be utilized to view maps when tracking vehicles in motion.

The system has wireless built-in networking cards that will enable the user to log onto the Internet where wireless internet is available. This system can be used in conjunction with MapQuest to find the location of vehicles that OnStar has tracked down in Mexico. This operation will enable the user to receive information such as vehicle descriptions, photos, and maps through the internet and via e-mail. Detectives conducting follow-ups will be able to log onto the system and take statements when victims are unable to come to the office to provide a statement.

The package consists of Microsoft Office 2010, which includes: Word, Excel, Outlook, and PowerPoint. The package also contains an additional 9-cell lithium battery for longer portability for users in the field. In addition, the system would allow our Crime Prevention Officer to make site presentations in an effort to combat auto theft.

High Profile Vehicles (10): \$350,000

With the ongoing increase in thefts of high profile cars and trucks, the vehicles would serve a two-fold purpose in the effort to fight auto theft. The vehicles would supplement the already existing fleet (replacing rental cars) and could be utilized as bait vehicles where special equipment could be installed to aid the fight against auto theft. These 10 vehicles would be different makes to include: Ford, Chevrolet, Honda, Chrysler, Dodge; as well as other makes which have proven to be the top targeted and stolen vehicles in the City and County of El Paso.

License Plate Reader & Software (LPR): \$55,000

Technology has enabled the Auto Theft Task Force to check for stolen vehicles in an efficient manner by using automated license plate readers. An Automated License Plate Reader (ALPR) is an imaging / data system that can read numerous license plates either on the roadway or within parking lots. The ALPR obtains an image of a vehicle license plate and compares the license plate number in real time, against a database which is updated hourly and notifies the officer if the vehicle is stolen or otherwise wanted. Using this system can greatly improve The El Paso Police Department's vehicle identification and recovery results. The system can read 3000-4000 plates during an 8 hour shift and can be used in the identification of wanted felons through automations such as "Be on the Look Outs", AMBER and Silver Alerts, and any violent crime in literal seconds after such an alert or broadcast is activated.



SCHEDULE E

SUPPLIES AND DIRECT OPERATING EXPENSES

	(1)	(2)	(3)	(4)
Directly Charged Supplies and Other Operating Expenses	ABTPA Funds	Cash Match	In-Kind Match	TOTAL
(A) Leased vehicles (26) @ 865 / vehicle	121,235	148,645		269,880
(B) Office, Operating, and Safety Supplies	4,000	4,000		8,000
(C) Public Awareness	5,000	5,000		10,000
(D) Fuel and Vehicle Maintenance	40,000	40,000		80,000
(E) Communication Devices	32,000	32,000		64,000
(F) Comprehensive & Collision Ins.	5,000	5,000		10,000
(G)				
(H)				
(I)				
(J)				
(K)				
(L)				
(M)				
(N)				
(O)				
(P)				
(Q)				
TOTAL SUPPLIES AND DIRECT OPERATING EXPENSES	207,235	234,645		441,880



SCHEDULE E SUPPLIES AND DIRECT OPERATING EXPENSES NARRATIVE

REQUIRED NARRATIVE: Briefly describe the basis for arriving at the cost of each line item AND THE USE OF EACH ITEM.

(A) Leased Vehicles - The Task Force requires the use of unmarked vehicles for their daily tactical and field operations. The nature of the undercover work makes it necessary for the field officer to blend in with the vehicles of the general public. The average cost per vehicle is \$865 dollars a month for the fiscal year. The total combined price includes a cash match of \$135,000 dollars to offset the cost incurred by the grant for the fiscal year.

Total cost combined: 269,880

(B) Office, Operating, Equipment, & Safety Supplies – This item provides a budget to the Task Force for all daily necessities, which allows the Unit to have a safe, efficient, professional working environment with efficient; office equipment and supplies; tools; and safety supplies. Printing publications of materials for investigation and intelligence is a daily requirement. Additionally, the cost of binding presentations, shredding confidential police documents, purchasing safety equipment supplies, publications and subscriptions, photography supplies, and other office equipment or operating expenses are covered in this budget. This budget is also used to purchase audio/video recorders or digital camera batteries or memory chips used during undercover operations, and low cost equipment maintenance expenses. In addition, this will cover minor supplies to facilitate locating confidential Vehicle Identification Numbers while conducting daily inspection of suspected vehicles, at bridge operation, numerous salvage yard inspections or out in the field, which require the use of small tools and cleaning agents (acids/chemicals) for the investigator to find numerous confidential identifying markings. Also, because every contingency is difficult to anticipate; this item will also cover any item not mentioned, which will enable the Unit to perform its mission twenty-four hours, seven days a week.

Total combined cost: \$8,000

(C) Public Awareness /Crime Prevention – With crime prevention being a key component in the reduction of auto theft, this funding will be used to purchase equipment, materials, supplies or attire aimed at public awareness such as a vehicle body wrap promoting public awareness, hand-outs, stickers, flyers, pencils, key chains, shirts, vests, jackets, and any other items promoting the 'Watch Your Car' campaign and/or any other ABTPA program.

Total cost combined: \$10,000

(D) Fuel & Vehicle Maintenance - The Project Director allows an assigned vehicle to be housed (take-home) at an officer's residence provided the officer is designated to respond to investigative call-outs. This is done because the time spent traveling to and from a police facility in order to obtain a police vehicle is reduced causing a reduction of overtime and improved call-out response times. However, any member of this grant who is removed from the call-out list by the Project Director or otherwise doesn't qualify to be in the call-out list will forfeit the privilege of a take home vehicle.

Total cost combined: \$80,000

(E) Communication Device – In order to maintain excellent communication within the members of the task force while alleviating the potential of being monitored through scanners; mobile phones with push-to-talk feature are essential items for a tactical section such as the Task Force. Officers / Detectives will utilize the phones in their daily operations keeping constant communication with the teams. As previously mentioned, the proximity to the border has given the auto thieves access to scanning devices, which in turn allows them to listen to police radios. The instant "push to talk" (phone to phone two-way) capability allows the officers / detectives the freedom to communicate without compromising their operations. In addition, the Auto Theft Task Force has been upgrading the use of technology by introducing License Plate Readers (LPR), Bait Vehicle Equipment, and Tracking Devices to assist in the continuous efforts to combat auto theft. As a result, the utilization of this equipment requires monitoring of this equipment by using the listed laptops and/or Netbooks equipped with either internal or external air cards. This will enable the Task Force to respond accordingly such as in the case of the detection of a stolen vehicle through the use of the LPR or to catch auto thieves through the use of tracking devices monitored with fully equipped laptops while out in the field. Lastly, completing criminal or administrative reports out in the field enhances the productivity of the task force members.

Total cost combined: \$64,000

(F) Comprehensive & Collision Insurance – On occasion situations may arise involving damage sustained by leased vehicles as a result of automobile collisions. Comprehensive Insurance covers the cost (up to the fair market value) if the vehicle is stolen or damaged due to anything other than collision. Collision Insurance covers the cost of damage (up to the fair market value) whether the leased vehicle hits another vehicle or is hit by another vehicle.

Total Cost Combined: \$10,000



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Note: Any member of this grant program who is removed from the call-out list by the Project Director will forfeit the privilege of any and all equipment.



SCHEDULE F NARRATIVE

Currently ABTPA does not fund indirect costs, except for the Council of Governments agencies. Applicants may not use option (A) without having an official cost allocation plan developed in accordance with OMB Circular No. A-87. The amount may be entered as ABTPA funds or cash match for those applicants having such an approved plan.



PROGRAM NARRATIVE

I. To be considered for funding, a proposed grant project:

1. Must address a problem that is clearly identified, is measurable and is supported by relevant statistical evidence;
2. Must minimize duplication or overlapping of existing programs;
3. Must have a design wherein the activities and objectives are realistic and attainable;
4. Preferably should, but is not required to, be innovative in its concept/ design/operation; (a project is considered innovative if it provides a new and different strategy or approach that prevents, deters, intervenes, or stops a criminal act from occurring);
5. Must have a cost structure which is realistic when compared to its goals;
6. Must cooperate and coordinate its activities with other appropriate agencies/projects;
7. Must include a proposed evaluation design that provides relevant data to measure the effectiveness of the project and a plan for performing such evaluation; and,
8. Must include measurable objectives to reach the standard goals of the authority's mission, listed below for each category of funding:

Standard Goals for Categories Listed Below:

The categories below reflect more enforcement activity, thus the suggested goals are directed more towards similar activities.

(T01) Law enforcement, detection and apprehension; (T03) Prevention, anti-theft devices and automobile registration; (T04) Reduction of the sale of stolen vehicles and parts

- Goal 1: Reduce the incident of Motor Vehicle Theft.
- Goal 2: Reduce the incident of Theft from a Motor Vehicle.
- Goal 3: Public Awareness methods used to educate the citizens of Texas and training of qualified personnel in the detection and prevention of auto burglary & theft.
- Goal 4: Help increase the recovery rate of stolen motor vehicles
- Goal 5: The number of persons arrested from motor vehicle theft.
- Goal 6: The clearance rate of motor vehicle thefts
- Goal 7: Prevent the incident of fraudulent titles and registration of stolen vehicles.
- Goal 8: Reduce the incident of automobile insurance fraud.

(T02) Prosecution, adjudication and conviction

- Goal 1: Prosecute auto burglary & theft cases as presented by law enforcement.
- Goal 2: Accept referrals on at least auto burglary & theft cases as presented.
- Goal 3: Obtain indictments involving organized auto theft rings and/or insurance fraud.
- Goal 4: Obtain convictions on auto burglary & theft cases.

(T05) Public awareness and crime prevention

- Goal 1: Public Awareness methods used to educate the citizens of Texas and training of qualified personnel in the detection and prevention of auto burglary & theft.
- Goal 2: Assists ABTPA grantees with public awareness activities across the state.
- Goal 3: Raise awareness of vehicle crimes and knowledge of prevention methods.



PROGRAM NARRATIVE

II. The Program Narrative should present the information by which the eligibility and merit of the project can be assessed. Applications will be evaluated for funding consideration, according to the congruence of the project with the criteria stated above. The Program Narrative should include but is not limited to the following information:

1. **PROBLEM STATEMENT & HISTORICAL INFORMATION:**

(Please limit information to 300 words)

- a. Provide an assessment of the auto theft problem in the areas of coverage and existing activities that address the problem. Identify the target population and the geographic target area.

See Attachment

- b. Describe the extent to which this project will duplicate or overlap existing activities, and why that (if any) is necessary.

This project will continue to use strategies which have proven successful in the investigation of Auto Theft and Auto Burglary; however, this project keeps up with the latest techniques and strategies involving best practices in auto theft investigations and regularly seeks to employ new and effective strategies to address these crimes.

- c. Describe and document trends of the problem and the need that makes this grant necessary.

See Attachment

- d. Using the spreadsheet below, provide accurate statistical data for problem in project area. (e.g., cite 3 years of UCR data) Please provide all data that is available for your agency or agencies:

Vehicle Theft Data	FY09	FY10	FY11
Number of Stolen Vehicles			
Number of Recovered Vehicles			
Number of Arrests			
Number of Auto Theft Training Classes			
Number of (other)			

Theft from a Motor Vehicle Data	FY09	FY10	FY11
Number of Burglaries of a Vehicle			
Number of Recovered Items			
Number of Arrests			
Number of (other)			
Number of (other)			

Other Motor Vehicle Crimes	FY09	FY10	FY11
68A Inspections			
Salvage Inspections			
Number of Stolen Vehicle Inquiries			
Number of (other)			



PROGRAM NARRATIVE

2. PROPOSED OBJECTIVES:

- ♦ The applicant must provide specific objectives for the project that are consistent with the proposal. The objectives should reflect the overall impact that you intend the project to attain in reaching the standard goal for the authority.
 - ♦ The objectives should explain how the goal will be accomplished. The activities described should support the goal and be Specific, Measurable, Action-oriented, Realistic, and Time-oriented.
 - ♦ The applicant must include an objective that addresses *auto theft, auto burglary, and crime prevention* that you intend the project to attain.
- a. State the standard goal and describe the specific objectives of the project. Include any quantifiable data by which activities measure.

The following Proposed Goals and Objectives address auto theft along with its associated crimes, as well as auto burglary and crime prevention in the City / County of El Paso, Texas. UCR numbers indicate that the City of El Paso had a decrease in auto thefts from 2010 to 2011 of 120 vehicles (an 8% decrease). For the purpose of this grant: a motor vehicle is a self propelled vehicle, which is registered and designed to transport passengers while being driven on city, state, or federal roadways. This does not include heavy equipment, utility trailers, semi-trailers, dirt bikes or other motorcycles which do not meet safety and equipment regulations which would allow them to be operated on roadways.

The standard goals for this project are geared toward the following:

- * Law enforcement, detection and apprehension
- * Prevention, anti-theft devices and automobile registration
- * Reduction of the sale of stolen vehicles and parts

Goal 1: Reduce the incident of Motor Vehicle Theft by 30.

- Objective 1: The Auto Theft Task Force will initiate forty eight (48) bait vehicle operations
- Objective 2: The Auto Theft Task Force will conduct twelve (12) salvage yard inspections
- Objective 3: The Auto Theft Task Force will conduct twelve (12) field operations utilizing the LPR's
- Objective 4: The Auto Theft Task Force will conduct no less than twenty four (24) Bridge or Surveillance Operations designed to identify auto thieves through Border Security or ABTPA overtime funding (when available) affecting the impact of ongoing investigations and/or surveillance of auto thieves.

Goal 2: Reduce the incident of Theft from a Motor Vehicle (Burglary of Vehicle) by 50.

- Objective 1: The Auto Theft Task Force will Initiate forty eight (48) bait vehicle operations
- Objective 2: Effective and efficient information sharing along with surveillance of targets by Regional Command Officers/ Detectives will place an emphasis on the profile of a career burglar. The Auto Theft Task Force will coordinate field intelligence for the timely identification of burglary offenders and their known areas of operation. This aggressive stance against burglary offenders will help to reduce the number of vehicles burglarized and help Police Department reach targeted goals.
- Objective 3: The Auto Theft Task Force will issue weekly crime analysis bulletins for intelligence sharing with patrol.

Goal 3: Public Awareness methods used to educate the citizens of Texas and training of qualified personnel in the detection and prevention of auto burglary and theft.

- Objective 1: The Auto Theft Task Force will work One Hundred (100) public awareness events .
- Objective 2: The Auto Theft Task Force will increase the number of H.E.A.T registered vehicles in the County of El Paso by 250 for the fiscal year and encourage re-activation of expired H.E.A.T. registrations in the County of El Paso. The number of registrations will be recorded by the Crime Prevention Officer in order to keep up with our progress in achieving this goal. The H.E.A.T. registration is free to the public.
- Objective 3: The Auto Theft Task Force will display a promotional vehicle wrapped Auto Burglary & Theft Prevention graphics.



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- Objective 4: VIN etching events will be held during 'Watch Your Car' month and throughout additional events to promote and provide vehicle identification labeling to positively deter the sale of stolen vehicles or vehicle parts.
- Objective 5: Anti-theft devices or vouchers for discounted anti-theft products, when available through either business donations or ABTPA funding, will be given to citizens attending H.E.A.T. drives provided certain criterion is met.
- Objective 6: Initiatives such as passing out 'Stick It' flyers during traffic checkpoints and placing "50-ways to Watch Your Car" flyers on high profile vehicles will be conducted.
- Objective 7: The Auto Burglary & Theft Prevention Task Force will encourage companies to test experimental equipment that is considered and designed for auto theft deterrence.
- Objective 8: Media releases or announcements photos of offenders of auto crimes will be posted in the department's website.

Goal 4: Help increase the recovery rate of stolen motor vehicles

- Objective 1: The Auto Theft Task Force will conduct a minimum of 12 salvage yard, car dealership or mechanic shop inspections.
- Objective 2: License Plate Readers will be used daily in an effort to locate and recover stolen vehicles.
- Objective 3: The Auto Theft Task Force will share information regarding stolen vehicles with patrol through the use of Weekly Crime Analysis Bulletins.
- Objective 4: The Auto Theft Task Force will work closely with Mexican law enforcement agencies to promote the exchange of information related to auto theft in the area. At least one weekly contact through e-mail, fax or phone; or visit (when possible) with Mexican officials will be conducted over the term of the fiscal year.
- Objective 5: The Auto Burglary & Theft Prevention Task Force will conduct two (2) training sessions for its Mexican counterparts on topics related to auto burglary and theft over the next fiscal year.

Goal 5: Increase the number of persons arrested from motor vehicle theft by ten (10)

- Objective 1: The Auto Theft Task Force will conduct forty eight (48) bait vehicle operations targeting auto thieves and auto burglars.
- Objective 2: The Auto Theft Task Force will conduct twelve (12) surveillance operations specifically targeting known Repeat Auto Thieves (RATS).
- Objective 3: The Auto Theft Task Force will continuously update and maintain the Repeat Auto Thief (RAT) File.

Goal 6: The Auto Theft Task Force will increase the clearance rate of motor vehicle thefts by fifty (50)

- Objective 1: The Auto Theft Task Force has identified several rental agencies and car dealerships which reported vehicles stolen months after they were initially stolen. This was as a result of poor and inefficient inventory practices. The failure to report these vehicles stolen in a timely manner resulted in difficulty in clearing these cases. The Auto Theft Task Force will work with Rental Car Companies and Car Dealerships to establish a more efficient way of controlling their inventory in an effort to prevent reported vehicle thefts which are reported as a result of poor inventory practices.
- Objective 2: The Auto Theft Task Force will conduct quarterly training for patrol officers on detection methods, evidence collection and the trends and patterns associated with auto burglary and theft.

Goal 7: Prevent the incident of fraudulent titles and registration of stolen vehicles

- Objective 1: The Auto Theft Task Force will conduct a minimum of 12 salvage yard, car dealership or mechanic shop inspections.
- Objective 2: The Auto Theft Task Force will work in coordination with the Abandoned Auto Section to conduct weekly 68-A Inspections for the public
- Objective 3: The Auto Theft Task Force will maintain contact and collaborate quarterly with the EL Paso County Tax Office regarding information and strategies related to the investigation and enforcement of fraudulent titles and the registration of stolen vehicles.

Goal 8: Reduce the incident of automobile insurance fraud



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- Objective 1: The auto Theft Task Force will maintain contact with and collaborate its efforts with the NICB on a quarterly basis.
- Objective 2: The Auto Theft Task Force will investigate suspected insurance fraud/false reports and make arrests in every legitimate case.
- Objective 3: Media releases or announcements along with photos of offenders in Insurance Fraud/False Report crimes will be posted on the department's website.

b. Describe how the project will impact the stated problem.

Law Enforcement/Detection / Apprehension Projects:

The Auto Burglary & Theft Prevention Task Force will impose an integrated and coordinated enforcement effort with Regional Commands to target both domestic and international auto theft issues. Taking into account differing criminal thresholds, the Auto Burglary & Theft Prevention Task Force will dismantle and eliminate illegal resources operating in the project area with targeted investigations on various charges.

Prevention / Anti-Theft Devices / Automobile Registration Projects:

The Auto Burglary & Theft Prevention Task Force will actively seek out and arrange for testing of experimental equipment for best products and prototypes related to auto theft prevention. All products will be displayed to the public at crime prevention fairs. Additionally, the Crime Prevention Officer will provide direct service to the community, oversee and equip his counterparts at the five regional commands to continue promotion of registration projects. This will introduce the public to the latest tools and resources used to deter auto theft while additionally providing automobile registration opportunities.

Reduction of the Sale of Stolen Vehicles or Parts Projects:

The Crime Prevention Officer through the C.H.O.P. Shop project and upon request will offer VIN etching to vehicle owners. Property identification through markings that include the person's Texas Driver's License Number continues to be the responsibility of the Crime Prevention Officer through coordination with the Fire Department. The utilization of salvage yard, dealership and mechanic shop inspections; in addition to the continued monitoring of vehicles and vehicle parts being sold on Craig's List, will reduce the incidents of stolen vehicles and their parts being sold and purchased.

c. Describe proposed plan for auto theft crime prevention, education and training.

The El Paso County Auto Burglary & Theft Prevention Task Force will continue its efforts in the H.E.A.T. program and the Protect Our Parts (POP) training and instruction program, which increases community involvement. The task force will also incorporate the following into their prevention strategies:

C.H.O.P. Shop:

The concept of "Citizens Helping Other People" is to advertise the importance of the auto theft related issues, especially prevention. The Prevention Officer also conducts several major crime prevention fairs at the four major malls to showcase accomplishments, reach out to educate and empower the public, explore new relationships, and develop sources of information. To conduct these



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prevention fairs, the Prevention Officer will utilize the assistance of former victims obtained through volunteer programs, active solicitation, theft acknowledgement letters, quality control surveys and victim surveys.

Consortium of Law Enforcement and Private Security:

The Auto Burglary & Theft Prevention Task Force regards private security as a private adjunct to the public criminal justice system. As a result, the Auto Burglary & Theft Prevention Task Force will utilize the efforts of both entities to focus on auto theft issues. Law enforcement is designed to detect and apprehend (reactive), where private security is designed to prevent and protect (proactive). The dimensions of private security can complement the goals of the task force, especially in the area of personnel, resources, and sources of information.

Keeping Auto Theft Activity Out of Rental Property:

Apartment complexes and motel parking lots are significant problem sites for vehicle thefts and are often used as temporary storage facilities by thieves. The development and implementation of Landlord Training Programs will help the Auto Burglary & Theft Prevention Task Force assist property owners, property managers, and residents keep illegal activity out of rental property. The Crime Prevention Officer will encourage landlords and apartment managers to utilize theft prevention tools such as the Hide, Lock, Take signs to help deter auto theft and auto burglary at Apartment Complexes.

Media/Press Releases:

Working with print and electronic media, the Auto Burglary & Theft Prevention Task Force will provide community alerts on trends and patterns to area residents to reinforce the importance of auto theft crimes promote education to the public and promote community involvement.



PROGRAM NARRATIVE

3. FUNCTIONS OF PROPOSED PROJECT:

The functions of the project should: (Please limit information to 300 words)

- ♦ Identify the service needs to be met by this project and the applicant's experience or qualifications.
- ♦ Describe how this project will cooperate/coordinate activities with other appropriate agencies/projects.
- ♦ Describe in what way (if any) is this project innovative and what methods taken to assure that the project demonstrates cross-cultural awareness in all project activities and in its staffing and training.

See Attachment

4. EVALUATION DESIGN:

- ♦ The program evaluation should indicate how the applicant will assess the success of the project and the extent to which the strategy achieved the project's goals and objectives.
 - a. Describe the design of a plan for local evaluation of this project.

The Auto Burglary & Theft Prevention Task Force maintains statistical data for ABTPA through Departmental weekly, monthly, quarterly, and annual reports. The quarterly reports include arrest ratios, recovery amounts, recoveries, and auto theft rates. The Task Force maintains daily activity logs which also provides a record of activity and statistics.

- b. Cite relevant data that will be used to measure the effectiveness of this project.

Arrests: Adults/Juveniles, in U.S. / In Mexico
 Other Arrests
 Bait vehicle
 Vehicles located/recovered/returned
 Criminal Cases filed
 Civil Cases filed-Right of Possession
 Regulatory Enforcement
 Subject checks
 Recovered vehicles
 Tampered vehicles
 Self-initiated cases
 HEAT registrations
 CHOP Shop
 Special events
 Salvage checks
 Mall Checks

Citations
 Seizure Cases filed
 Enforcement action
 Bridge checks
 Value of vehicles recovered
 Prosecutions
 Assistance to other agencies
 Vehicle Checks
 Seized Vehicles
 Assigned cases
 Crime prevention
 Surveillance
 Training programs
 Presentations
 Call-outs
 Insurance investigations

- c. Describe the mechanism to evaluate the program's progress.

Each objective in this project will be evaluated in a concise standardized report form using statistical and narrative data. These reports will provide sufficient data to measure the effectiveness of the project on a scheduled basis to address the monthly activity report and annual report to ABTPA. The combination of the requested data for the reports provides an abundance of quantifiable data to determine the quality of the project.



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A Morning Report is a narrative that details any event, which results in arrest and / or seizures. This report is used to document significant incidents / arrests. This report is mandatory and will be forwarded to the department's PIOs for a press release.

d. Charts need to be fillable for 3 years.



DESIGNATION OF GRANT OFFICIALS

ABTPA rules require that three persons be designated to the positions of Authorized Official, Project Director, and Financial Officer for the purposes of administering a grant. The Project Director and the Financial Officer may not be the same person, but under extenuating circumstances, one person may otherwise fill two positions. In accordance with the criteria and definition of responsibilities set forth in the Financial and Administrative Requirements section of the ABTPA Grant Application and Administration Guidelines governing submission of this application, the following designations are made:

APPLICANT: City of El Paso

PROJECT TITLE: El Paso County Auto Burglary & Theft Prevention Task Force

Project Director

Project Manager

Reginald Moton
First Name Last Name
Lieutenant / El Paso Police Department
Title and Agency
9600 Dyer St.
Business Address (Street or P.O. Box)
El Paso Texas 79924
City State Zip
(915) 298-9605 (915) 298-9806
Telephone and Fax Numbers
1349@elpasotexas.gov
E-Mail

First Name Last Name

Title and Agency

Business Address (Street or P.O. Box)

City State Zip

Telephone and Fax Numbers

E-Mail

Financial Officer

Authorized Official

The Authorized Official is the Chief Executive Officer, or designee of the Agency.

Carmen Arrieta-Candelaria
First Name Last Name
Deputy City Manager for Financial Services
Title and Agency
2 Civic Center Plaza (7th Floor)
Business Address (Street or P.O. Box)
El Paso Texas 79901
City State Zip
(915) 541-4293 (915) 544-4446
Telephone and Fax Numbers
ArrietaCX@elpasotexas.gov
E-Mail

Joyce Wilson
First Name Last Name
City Manager - City of El Paso
Title and Agency
2 Civic Center Plaza
Business Address (Street or P.O. Box)
El Paso Texas 79901
City State Zip
(915) 541-4844 (915) 541-4866
Telephone and Fax Numbers
WilsonJA@elpasotexas.gov
E-Mail



SPECIAL CONDITION

AMERICANS WITH DISABILITIES ACT CERTIFICATION

The Grantee hereby assures and certifies compliance with Subchapter II, Part A of the Americans with Disabilities Act (ADA), 42 U.S.C., Sections 12131-12134, and Department of Justice ADA regulations, 28 CFR Part 35.

Authorized Official

Date

City of El Paso, El Paso Police Department

Grantee

El Paso County Auto Theft Prevention Task Force

Project Title



SPECIAL CONDITION

Non Supplanting Certification

I certify that the programs proposed in this application meet all the requirements of the Texas Civil Statutes, Article 4413(32a), §6(a)(7), (a) Texas Civil Statutes, Article 4413(32a), §6(a)(7), requires that state funds provided by this Act shall not be used to supplant state or local funds. Public Law 98-473 requires that federal funds provided by that Act shall not be used to supplant state or local funds.

I further certify that ABTPA funds have not been used to replace state or local funds that would have been available in the absence of ABTPA funds. The certification shall be incorporated in each grantee's report of expenditure and status of funds referred to under §57.3(6) of this title (relating to Adoption by Reference).

Authorized Official

Date

City of El Paso, El Paso Police Department

Grantee



SPECIAL CONDITION

COMPLIANCE REQUIREMENT

The attached digest of your grant application represents the Automobile Burglary & Theft Prevention Authority Board's approved amount. The digest represents budgeted amounts only and does not approve any items that conflict with the participating agency's personnel, procurement, travel, or local government code policies and procedures.

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

- 1) Salaries are in accordance with local policy of the participating agencies.
- 2) Personnel are classified in accordance with the needed qualification for the position.
- 3) Fringe Benefits are in accordance with local policy of the participating agencies.
- 4) Travel Policy is in accordance with the travel policy of the participating agencies.

Authorized Official

Date

City of El Paso, El Paso Police Department

Grantee



SPECIAL CONDITION

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION

I, Joyce Wilson, City Manager , certify that:

This agency employs fewer than 50 people; therefore, the _____
(Agency)

is not required to file an equal opportunity program in accordance with 28 CFR 42.301 et seq., Subpart E.

or

This agency employs 50 or more people and has received or applied to the Automobile Burglary & Theft Prevention Authority for total funds in excess of \$25,000; therefore, the _____
El Paso Police Department
(Agency) has formulated an equal employment opportunity

program in accordance with 28 CFR 42.301 et seq., Subpart E and that it is on file in the office of:

Ms. Linda Thomas
(name)

Director of Human Resources
(title)

2 Civic Center Plaza; El Paso, Texas 79901
(address)

for review or audit by an official of the Automobile Burglary & Theft Prevention Authority as required by relevant laws and regulations.

PROJECT TITLE: El Paso County Auto Theft Prevention Task Force

Authorized Official (signature)

Project Director (signature)

Date

Date



SPECIAL CONDITION

ASSURANCES

A Grantee and the Applicant hereby makes and certifies that as grantee, it and any subgrantee shall comply with the following conditions:

1. A grantee and subgrantee must comply with ABTPA grant rules and UGMS.
2. A grantee and subgrantee must comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any persons related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
3. A grantee and subgrantee must insure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
4. A grantee and subgrantee must comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law.
5. A grantee and subgrantee must comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child payments.
6. No health and human services agency or public safety or law enforcement agency may contact with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
7. A grantee and subgrantee that is a law enforcement agency regulated by Texas Government Code, Chapter 415, must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 415, Texas Government Code or must provide the grantor agency with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in process of achieving compliance with such rules.



SPECIAL CONDITION

ASSURANCES (continued)

8. When incorporated into a grant award or contract, these standards assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and local subrecipients shall maintain an appropriate contact administration system to insure that all terms, conditions, and specifications are met. (See Section _____.36 for additional guidance on contract provisions.)
9. A grantee and subgrantee must comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantees and subgrantees shall also ensure that all program personnel are properly trained and aware of this requirement.
10. Grantees and subgrantees will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans With Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Grantees and subgrantees will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §§ 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
12. Grantees and subgrantees will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.



SPECIAL CONDITION

ASSURANCES (continued)

- 13. Grantees and subgrantees will comply with the provisions of the Hatch Political Activity Act (5 U.S.C. § 7321-29) which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.**
- 14. Grantees and subgrantees will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.**
- 15. Grantees and subgrantees will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA. (EO11738)**
- 16. Grantees and subgrantees will comply with Article IX, Section 5 of the state appropriations act which prohibit the use of state funds to influence the outcome of any election or the passage or defeat of any legislative measure.**



SPECIAL CONDITION

ASSURANCES CERTIFICATION

I certify that the programs proposed in this application meet all the requirements of the Texas Automobile Burglary & Theft Prevention Authority Program, that all the information presented is correct, and that the applicant will comply with the provisions of the Automobile Burglary & Theft Prevention Authority and all other federal and state laws, regulations, and guidelines. By appropriate language incorporated in each grant, subgrant, or other document under which funds are to be disbursed, the undersigned shall assure that the applicable conditions above apply to all recipients of assistance.

Authorized Official

Date



SPECIAL CONDITION

INDEPENDENT ANNUAL AUDIT CERTIFICATION

The grantee hereby assures compliance by itself and its applicable sub-recipients (contractors) with the Single Audit Act Amendments of 1996, PL 104 - 156 and, particularly, with the requirements of OMB Circular A-133 as follows (check one):

- 1. Grant(s) expenditures of \$300,000 or more in federal funds - An annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
- 2. Grant(s) expenditures of \$300,000 or more in state funds - An annual single audit by an independent auditor made in accordance with the Uniform Grant and Contract Management Standards (UGCMS).
- 3. Grant(s) expenditures of less than \$300,000 in federal funds - Exempt from the Single Audit Act. However, ABTPA may require a limited scope audit as defined in OMB Circular A-133.
- 4. Grant(s) expenditures less than \$300,000 but \$50,000 or more in state funds - A program-specific audit.
- 5. Grant(s) expenditures less than a total of \$50,000 in state funds - Financial Statements audited in accordance with Generally Accepted Auditing Standards (GASS).

NOTE: Grantees exempt from the Single Audit Act requirements (i.e. those expending less than \$300,000 in total federal financial assistance) are prohibited from charging the cost of a Single Audit to a Federal Award.

Authorized Official (signature)

Financial Officer (signature)

Date

Date

El Paso Police Department

Grantee Organization

Grant Number

Regardless of items checked above, the grantee should, within 60 days following the date of the grant award, furnish the following information:

1. The identity of the organization conducting the audit.
2. Approximate time audit will be conducted.
3. Audit coverage to be provided.