

# WASHINGTON AUTO THEFT PREVENTION AUTHORITY

WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS  
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Michael Painter, WATPA Executive Director

*“Preventing and reducing auto theft in the State of Washington”*

## Auto Theft Grant Program General Grant Application



***Funding Period: July 1, 2025 – June 30, 2027***

The Washington Auto Theft Prevention Authority (WATPA) is soliciting Washington Law Enforcement Agencies to apply for grant awards that address auto theft in their communities. During this grant application period, the Washington State legislature is in session and therefore has not approved a final allocation for 2025-27 funding period. However, WATPA is advancing this solicitation in anticipation that the funding allocation will remain at a level consistent with recent grant cycles. The following is information that will assist prospective agencies with the application process.

### Grant Application Requirements:

1. Grant applications must be submitted by 5:00 p.m., April 1, 2025.
2. Incomplete applications will be disqualified.

Direct inquiries and application process questions to Rachelle Harwood at 360 486 2380, or email at [rhawood@waspc.org](mailto:rhawood@waspc.org).

### Grant Application and Award Timeline

March 1, 2025	Grant application period opens for prospective applicants.
April 1, 2025	Grant applications close.
April 5, 2025	Proposals submitted to WATPA Board members for review.
April 21, 2025	Deadline for scheduling presentations to the WATPA Board.
May 8, 2025	Presentations to WATPA Board by applicants <sup>1</sup> .
TBD <sup>2</sup>	Final decisions on funding by WATPA Board.
TBD <sup>2</sup>	Notice and agreements to successful applicants.

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<sup>1</sup> Applicants will be provided up to 15 minutes to present their Grant application to the WATPA Board. Appointments will be taken on a first come, first served, basis and must be scheduled with Rachelle Harwood prior to **April 21, 2023 at 5:00 p.m.**

<sup>2</sup> Dependent on timing of funding approval by the legislature and governor's office.

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### Grant Project Minimum Criteria

To be considered for funding, a proposed grant project must **clearly focus on Auto Theft enforcement, investigation, prosecution, education or prevention**. Applications must include all criteria identified in the Program narrative and:

1. Must address a problem that is clearly identified and should have a design where the activities and goals are realistic and attainable.
2. Projects involving regional law enforcement activities, or engagement with multiple agencies on an auto theft related project under a task force umbrella, will be given funding priority. Where possible, demonstrated work or information sharing with other WATPA funded task forces, entities or assets will be given the highest priority.
3. Task forces and multi-agency joint operations will be required to operate with a full-time supervisor; and, before funding commences produce an operations manual that covers activities of unit members including (at minimum):
  - i. Informant Handling
  - ii. Undercover operations
  - iii. Quarterly auditing of investigative funds
  - iv. High risk operations
4. Projects working independent of a task force or multi-agency operations or and with individual components (one FTE or less) will receive low funding priority and must clearly explain how they will defend a claim of supplanting funds.
5. Grant proposals for equipment will not be considered at this time. If additional funding allocations are approved by the legislature, a secondary grant solicitation for equipment may be published by WATPA later in 2025 or early 2026.
6. All grant applicants **must be prepared to provide backup documentation** to WATPA that supports all projected cost estimates contained in this application. Estimates or projections that cannot be supported through documented historical spending, current contracts or agreements will not be funded.
7. All WATPA approved FTEs should be co-located in the same building and dedicate 100% of their time to WATPA funded and approved activities. Departures from this requirement will receive low funding priority.
8. All grant recipients must sign a non-supplanting declaration before funding is authorized.
9. All proposals **must have a clearly defined public awareness component and strategy** that incorporates the use of the WATPA logo/brand. Absence of a strategy will result in the application not being considered.
10. No more than 2% of the total personnel costs will be eligible for overtime reimbursement. Grant applicants will be required to specify what the overtime will be used for and define the expected outcome. Re-allocation of other line items into overtime will not be considered during the grant period.
11. All WATPA grant recipients will be required to provide semi-annual reports due no later than the 15<sup>th</sup> day of December and June using reporting criteria identified by WATPA.

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12. Any changes of scope or funding of approved WATPA grant line items must be pre-approved by the WATPA Executive Director to maintain eligibility for funding.
13. All budget changes must be pre-approved by the WATPA Executive Director to be eligible for reimbursement.
14. Grant applications will not be considered if the applicant fails to comply with grant application instructions and requirements.
15. All funding decisions, including continuation of funding, made by the WATPA Board are final.
16. Additional Grant guidance is available on the WATPA web site as the WATPA Policy and Procedure Guide to Auto Theft Prevention Grants at [www.WaAutoTheftPreventionAuthority.org](http://www.WaAutoTheftPreventionAuthority.org).

**Project Narrative**

The Program Narrative should present information by which the eligibility and merit of the project can be assessed. Applications will be evaluated for funding consideration using the Grant Funding Project Criteria. Program narrative must not exceed 750 words. Narratives exceeding that threshold will be returned to the applying agency. The Program Narrative should include but is not limited to the following information:

**1. PROBLEM STATEMENT:**

- a. Describe the problem and need that makes this grant necessary.
- b. Identify and justify the geographic target area.
- c. Describe current activities that address the problem.
- d. Describe the extent, to which this project will duplicate or overlap existing activities and why that is necessary.
- e. Provide accurate statistics that justify a problem in the project area.
- f. Describe how this project coordinates activities with other agencies
- g. Describe how this project is innovative

**2. HISTORICAL DATA:**

- a. Cite statistical data that justifies a problem by using 3 years of data.

**3. PROPOSED PROJECT ACTIVITIES:**

- a. Describe specific goals and expected outcomes of the project.
- b. Describe the proposed activities of this project.
- c. Describe how this project is expected to impact the stated problem.
- d. Describe the functions of all grant funded and support personnel involved.
- e. Describe the proposed plan for auto theft crime prevention, education and training.
- f. Describe the applicant's experience or qualifications that demonstrate a capability to successfully execute this project.

**4. EVALUATION/ASSESSMENT: *How will you measure success?***

- a. Specifically describe the design and plan for evaluation of this project including a timeline for evaluation activities.
- b. Cite relevant data that will be used to measure the effectiveness of this project.
- c. Include any other quantifiable data by which project activities can be measured.

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## Grant Summary

Supplement/Continuation of existing grant ☐ New program/project ☐

Grant Agency: Name of Agency: Snohomish County Sheriff's Office

Mailing Address: 3000 Rockefeller Ave – M/S 606

Everett, WA 98201

Multiple Agency Request ☒ Single Agency Request ☐

*Double click on table to access embedded Excel worksheet.*

	AGENCY Funds	WATPA Funds	GRAND TOTAL
Personnel/Employee Expenses	\$ -	\$ 1,435,445.00	\$ 1,435,445.00
Fringe Benefits	\$ -	\$ 439,834.00	\$ 439,834.00
Overtime	\$ -	\$ 37,506.00	\$ 37,506.00
Consultants/Contracts	\$ -	\$ 77,267.00	\$ 77,267.00
Travel/Training	\$ -	\$ 27,389.00	\$ 27,389.00
Equipment/Technology	\$ -	\$ 3,300.00	\$ 3,300.00
Other	\$ -	\$ 175,186.00	\$ 175,186.00
Prosecution/Courts	\$ -	\$ -	\$ -
Innovative Programs	\$ -	\$ 118,700.00	\$ 118,700.00
Public Awareness/Education	\$ -	\$ 11,154.00	\$ 11,154.00
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,325,781.00</b>	<b>\$ 2,325,781.00</b>

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 chief executive of the applicant and the applicant will comply with the attached assurances and the terms of the grant contract.

Name of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_