

**NEW YORK STATE MOTOR VEHICLE THEFT AND INSURANCE FRAUD
PREVENTION BOARD**

NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES

**SFY 2012 REQUEST FOR PROPOSALS
MOTOR VEHICLE THEFT AND INSURANCE FRAUD
PREVENTION PROGRAM**

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MOTOR VEHICLE THEFT AND INSURANCE FRAUD PREVENTION PROGRAM

I. INTRODUCTION

This Request For Proposals (RFP) solicits applications for grant funding under the Motor Vehicle Theft and Insurance Fraud Prevention Program (MVT&IF Program). As authorized by and in accordance with Article 36-A (L.1994, c.170) of the Executive Law, approximately \$3.7 million in State funding appropriated in the SFY2012/2013 State budget is available for awards.

In the early-1990s, the Legislature acknowledged a direct relationship between the incidence of motor vehicle theft, motor vehicle insurance fraud and the cost of motor vehicle insurance premium rates. In an effort to reduce the overall cost of motor vehicle insurance in New York State, the Legislature created the Motor Vehicle Theft and Insurance Fraud Prevention Demonstration Program. The U.S. Department of Justice indicates 79,697 incidents of motor vehicle theft occurred in New York State during 1997 and preliminary statistics indicate 18,655 incidents of motor vehicle theft occurred in New York State during 2011. Since issuance of the first MVT&IF Program Request for Proposal in September of 1997, the rate of motor vehicle theft has been reduced by approximately 76.6% in New York State.

The New York State Department of Financial Services' Insurance Frauds Bureau indicates 13,939 reports of suspected incidence of motor vehicle insurance fraud were received during 1997 and 17,121 reports of suspected incidence of motor vehicle insurance fraud were received during 2011 (11,974 of which were with regard to no-fault insurance fraud). Since 1997, the suspected incidence of motor vehicle insurance fraud has increased by approximately 22.8% in New York State.

As the legislative findings associated with the creation of the MVT&IF Program points out, "Automobile theft and automobile insurance fraud is a major problem in this State costing honest automobile policyholders billions of dollars annually. As the cost of automobile insurance continues to rise, this essential coverage has become less affordable and more out of reach for many New Yorkers." To reduce the overall cost of motor vehicle insurance in this State, actions must be taken to specifically address the incidence of motor vehicle theft and motor vehicle insurance fraud.

The MVT&IF Program supports a variety of initiatives targeting motor vehicle theft and related motor vehicle insurance fraud. The purpose of this RFP is to solicit applications for grant funding in support of projects that contribute to the State's strategic and tactical capabilities to further reduce this criminal activity.

II. PROGRAM GOALS AND OBJECTIVES

The goal of this program is to provide an integrated means to prevent, deter, and reduce the incidence of motor vehicle theft and motor vehicle insurance fraud.

Specific objectives are to:

- Assess the scope of the motor vehicle theft and motor vehicle insurance fraud problem;
- Determine, on a regional basis, the incidence of motor vehicle theft and motor vehicle insurance fraud activities; and,
- Develop and provide funding for programs to measurably reduce the incidence of motor vehicle theft and motor vehicle insurance fraud which may include, but are not limited to:
 - enhanced prosecution and adjudication services, neighborhood or community-based programs designed to reduce motor vehicle theft and motor vehicle insurance fraud including the problems of motor vehicle no-fault medical fraud and uninsured motorists;
 - specialized law enforcement units to combat motor vehicle theft and motor vehicle insurance fraud, such as motor vehicle no-fault medical fraud through undercover sting operations;
 - educational programs on motor vehicle theft and motor vehicle insurance fraud prevention; and,
 - programs designed to examine, evaluate, and make recommendations relating to the efficacy of motor vehicle theft prevention devices.

For more specific guidance on the types of projects that will be supported with grant funds, applicants are encouraged to review the Statewide Plan of Operation for Motor Vehicle Theft and Motor Vehicle Insurance Fraud Prevention, which is located on the DCJS website at: <http://www.criminaljustice.ny.gov/ofpa/mvtifpmain.htm>.

III. NEW YORK STATE MOTOR VEHICLE THEFT AND INSURANCE FRAUD PREVENTION BOARD (THE BOARD)

The administration of the program is under the direction of a twelve-member board composed of representatives of consumers of automobile insurance, automobile insurance companies, law enforcement agencies, and the judicial system. "The Board shall develop and recommend to the Commissioner of the New York State Division of Criminal Justice Services (DCJS) a plan of operation. Such plan, when developed, shall provide for a coordinated approach to curtailing motor vehicle theft and motor vehicle insurance fraud throughout the State."

IV. FUNDING GUIDELINES

A. APPROPRIATION

The SFY 2012/2013 State budget has appropriated approximately \$3.7 million to be made available for awards to sustain the fifteenth year of the Program. The availability of these grant funds will be dependent upon fee revenues being available in the Motor Vehicle Theft and Insurance Fraud Prevention Fund (354-01) for this purpose.

Funds provided under this program shall be used to **augment, and not to supplant**, the grantee's current funding of motor vehicle theft and motor vehicle insurance fraud detection, prevention, or reduction activities.

B. ELIGIBLE PROGRAMS AND PROGRAM SERVICES

Available funds may be awarded to either new projects or to projects seeking refunding of existing MVT&IF Program grants. **Refunding is not automatic.** An existing grant may be renewed if sufficient data is presented to demonstrate that it is operating satisfactorily, and a new application is submitted and approved for re-funding. Programs determined to have significant fiscal balances from prior year's awards may be subject to a reduction of their SFY2012 award or no further funding.

Funding is available to localities, governmental agencies representing municipalities of New York State (except State government agencies), and not-for-profit organizations of any character that provide, or will provide, an eligible service. In accordance with the statutory mandate, "localities with the greatest incidence of motor vehicle theft and insurance fraud shall be targeted for the purposes of this Program".

Based on the number of reported motor vehicle thefts and reported incidents of suspected motor vehicle insurance fraud during 2011, the following sixteen counties are eligible to apply for funds to support enforcement, investigation and prosecution programs: Kings, Queens, Bronx, New York, Nassau, Suffolk, Richmond, Erie, Westchester, Monroe, Orange, Onondaga, Albany, Niagara, Dutchess, and Schenectady. Each of these sixteen counties had a combined weighted average of at least 100 incidents of motor vehicle theft and incidence of suspected motor vehicle insurance fraud, with fraud incidents weighted twice as much as theft. (See Addendum A for weighted averages for counties ranked in the top 25). Funding for localities within these counties shall be considered based on a demonstrated need.

Activities eligible for funding include, but are not limited to the following: prosecution and adjudication services; law enforcement services; neighborhood or community-based programs designed to reduce the incidence of motor vehicle theft and motor vehicle insurance fraud; educational prevention programs; and programs designed to examine, evaluate and make recommendations relating to the efficacy of motor vehicle theft prevention devices or methods.

Available funding for the SFY2012 RFP is approximately \$3.7 million, representing no change from the previous State Fiscal Year. Reflective of this funding amount, the following guidelines have been established for those projects seeking funding or refunding through this RFP:

- Funds provided under this program shall be used to **augment, and not to supplant**, the grantee's current funding of motor vehicle theft and motor vehicle insurance fraud detection, prevention, or reduction activities.
- Strategies for the interdiction of **motor vehicle insurance fraud will receive priority** over strategies for the interdiction of motor vehicle theft.
- All contracts are for one year of program activity and will begin on January 1, 2013 and end on December 31, 2013.
- Funding requests for agencies applying for refunding may not exceed 120% of the amount of their total SFY2011 award.
- While there is no guarantee that previously funded positions will be refunded, any project budget requests for currently supported part-time and/or full-time positions must include:
 - the title of the previously funded position to be refunded
 - the base salary of the previously funded position to be refunded
 - the current (time of application) hourly rate of the previously funded position to be refunded
 - the number of hours (per week) the previously funded position is to be dedicated solely to motor vehicle theft and/or motor vehicle insurance fraud related crimes
- While there is no guarantee that new positions will be funded, any project budget request for new part-time and/or full-time positions must clearly indicate that the position is 'New' and include the anticipated duties of the position being requested.
- Law enforcement agencies requesting funding for full-time positions must be under the oversight of fiscal control entities as mandated by State or local legislation.
- While there is no guarantee that previously funded positions will be refunded, any project budget requests for fringe benefits must include a detailed breakdown of each item being to be covered (e.g. FICA, pension, medical, dental, vision, etc.).
- Requests for fringe benefits may not exceed the amount (percentage of salary) paid under SFY2011. (Note: Applicants are encouraged to indicate the agency portion to be covered)
- Fringe benefits for overtime and fringe benefits for part-time positions that are less than 50% effort (0.5 FTE) are ineligible for grant funding.
- Law enforcement agencies requesting funding for overtime must indicate what (if any) funding is earmarked for activities other than enforcement details (e.g. training, program management, public awareness, etc.)

- All funding requests for equipment purchases must include a vendor quote for associated costs.
- All funding requests for rental vehicles and/or “bait cars” must include a vendor quote for associated costs.

V. APPLICATION PROCEDURE

A. APPLICATION

Parties interested in submitting an application for 2012 MVT&IF Program grant funding and who have not previously registered to use the DCJS Internet-based automated Grants Management System (GMS) will need to register and receive a username and password. The registration request form can be found at the following address: <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

In order to complete an application for funding on the GMS system, your agency or organization must register a user who will be responsible for electronically completing and submitting applications, and submitting routine program quarterly reports. In addition, the signing official (e.g., municipal head or CEO) must register with GMS as a Signatory user, and will be required to electronically indicate his/her acceptance of the grant contract (if awarded) on behalf of your agency or organization. GMS will not allow the submission of an application for funds without a registered Signatory User. You may submit the Registration Request form as an e-mail attachment to dcjsfunding@dcjs.ny.gov or call DCJS at (518) 457-9787 for assistance.

After the registration request is received, you will be sent an e-mail acknowledgement. When your request has been processed, you will receive a username, password, instructions and a link to a user manual. Please allow 3-5 business days for your Registration Request to be processed. **Applicants are encouraged to register their agency immediately.**

Applicants are encouraged to begin their on-line application early in order to allow time to obtain assistance with the GMS. A simplified set of instructions for submitting the application using GMS and GMS registration forms are provided in Addendum A. If you experience GMS difficulty, or if you do not have Internet capability, please call (518) 457-9787.

NOTE: All applications must be received by 12 p.m. (noon), Friday, October 5, 2012. Alternative applications will NOT be accepted. Faxes will NOT be accepted. Applications by e-mail will NOT be accepted. Any applications received after the due date will not be considered as valid for review.

B. TIMETABLE OF EVENTS

Key Events Completion Date

1. Applications must be received no later than: 12:00 p.m. (noon), Friday, October 5, 2012.

2. Award Announcement: December, 2012.

VI. APPROVAL

DCJS staff will review each application, assign a numerical rating and provide a summary evaluation to the Board. This evaluation will guide the Commissioner and the Board in their decisions but they are not bound by the recommendation. The Commissioner and the Board may award grants in amounts that vary from the staff evaluation based on the Board's expert knowledge of the subject matter or specialized knowledge of local programs.

In consultation with the Board, the Commissioner of DCJS will select programs for funding and determine the funding level awarded for each program based on the available funds. Final funding decisions will be made in accordance with the best interests of the State. DCJS and the MVT&IF Program Board reserve the right to adjust the amount of funding requested in an application based on the scope and reach of the project, the appropriateness of the project budget and any unspent balance of prior year funds. In accordance with the statutory mandate, to the greatest extent possible, allocation of these funds shall take into account the geographic incidence of motor vehicle insurance fraud and motor vehicle theft, whereby localities with the greatest incidence of motor vehicle insurance fraud and motor vehicle theft shall be targeted for the purposes of this program.

Tier 1 Review – Pass / Fail Requirements

Prior to conducting a numerical rating of applications, DCJS staff will first assess whether applications satisfy minimum "pass/fail" criteria for funding consideration. Any application that does not meet each of the following criteria will be immediately disqualified without further review:

- The application is submitted on time. The deadline for applications is **12:00 p.m., (noon), Friday, October 5, 2012.**
- The applicant is an eligible organization as described in Section IV(B); and,
- The application is complete including:
 - responses to RFP questions 1–6, as applicable;
 - a Project Budget (with narrative justification) for requested line items; and,
 - a Work Plan (Note: enter "*To Be Determined*").

Tier 2 Review - Numerical Rating of Proposals

All applications that fulfill Tier 1 evaluation criteria will then be numerically rated based on the **completeness** of the response to each of the following questions. Each question has a maximum number of points that can be achieved. Applicants who are eligible for funding must receive a score of at least 70 on this RFP in order to be considered for an award. The following are program specific questions concerning the development, execution and evaluation of a strategy to reduce the incidence of motor vehicle theft and motor vehicle insurance fraud.

Applications for funding from New York City law enforcement units dedicated exclusively to the investigation of either motor vehicle theft (including larcenies from automobiles) or motor vehicle insurance fraud (including accidents and/or arson) will be evaluated solely on the basis of responses to questions associated with the incidence of and strategies addressing those offenses. These applicants should answer "Not Applicable" or "N/A" to questions pertaining to types of offenses which are outside the scope of the applicant's crime area of focus (see questions 2a, 2b, 2c, 3a, 3b, 4a, 4b, as applicable). Final scores will be adjusted based on the applicant's crime area of focus to ensure all applications are rated on a 100-point scale.

Answer the following questions in full:

1. Agency Profile (up to 5 points can be deducted for incomplete information).

Answer the following questions in full:

a. *Briefly* describe your agency including:

- organizational structure and operational units/divisions.
- the overall annual operating budget (agency budget and non-grant funded MVT&IF unit/division budget, when applicable).
- number of employees (full-time and part-time).

b. Does your agency have a specialized MVT&IF unit or other expertise? If so, describe.

c. Have agency personnel attended any specialized motor vehicle theft or motor vehicle insurance fraud related training during 2011 and/or 2012? If so, identify the training attended.

2. Incidence of motor vehicle theft and/or motor vehicle insurance fraud in the applicant's jurisdiction. (0 – 30 points)

Allocation of MVT&IF Program funds shall take into account the geographic incidence of motor vehicle theft and motor vehicle insurance fraud, whereby localities with the greatest incidence of motor vehicle theft and motor vehicle insurance fraud shall be targeted for the purposes of this program.

Countywide statistics may be obtained from Addendum A. Agency statistics regarding motor vehicle theft may be obtained from the DCJS website at http://www.criminaljustice.ny.gov/crimnet/ojsa/indexcrimes/county_totals.htm

In a narrative, provide 2011 statistical data that demonstrates the occurrence of motor vehicle theft and/or motor vehicle insurance fraud in your jurisdiction. The following statistics must be included:

- a. number of motor vehicles stolen in the applicant's jurisdiction; (0-10 points)
- b. number of stolen motor vehicles recovered in the applicant's jurisdiction; (0-2 points) and
- c. number and brief description of motor vehicle insurance fraud incidents investigated by the applying agency. (0-18 points)

3. Analyze and describe the problem of motor vehicle theft and/or motor vehicle insurance fraud in the applicant's jurisdiction. (0 – 20 points)

- a. Types of Motor Vehicle Theft investigated within the applicant's jurisdiction. (0-10 points)
- b. Types of Motor Vehicle Insurance Fraud investigated within the applicant's jurisdiction. (0-10 points)

For a description of current types and dimensions of motor vehicle theft and motor vehicle insurance fraud, refer to the 2012 New York Statewide Plan of Operation for Motor Vehicle Theft and the 2012 New York Statewide Plan of Operation for Motor Vehicle Insurance Fraud located on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/mvtifpmain.htm>.

4. Operational / Program Strategy. (0 – 30 points)

Based upon the analysis of the motor vehicle theft and/or motor vehicle insurance fraud crime problem in the applicant's jurisdiction, **provide a detailed description** of an overall strategy to combat these crimes. The strategy should be responsive to the specific needs of your community and incorporate **an integrated means to prevent, deter and reduce** the incidence of the motor vehicle insurance fraud and motor vehicle theft. The strategy should be based upon the 2012 New York Statewide Plan of Operation for Motor Vehicle Theft and the 2012 New York Statewide Plan of Operation for Motor Vehicle Insurance Fraud which is located on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/mvtifpmain.htm>.

Strategies for the interdiction of **motor vehicle insurance fraud will receive priority** over strategies for the interdiction of motor vehicle theft.

The detailed description of an overall MVT&IF strategy must:

- a. provide a plan-of-action as to how motor vehicle theft crimes will be addressed with grant funds; (0-7 points)
- b. provide a plan-of-action as to how motor vehicle insurance fraud crimes will be addressed with grant funds; (0-15 points)
- c. include a list of non-grant funded positions to be utilized in this project which will support the overall plan-of-action; (0-2 points)
- d. articulate the nature and extent of internal agency collaboration with regards to motor vehicle theft and/or motor vehicle insurance fraud; (0-2 points)
- e. articulate the nature and extent of inter-agency collaboration (identify relevant outside agencies and how their assistance has enhanced/will enhance the effectiveness of the strategy); (0-2 points)
- f. indicate an anticipated percent of reduction in motor vehicle theft and/or motor vehicle insurance fraud, which the applicant believes can be attained if awarded funding through this grant. (0-2 points)

Attach any tables, graphs or maps that support your description.

5. What funds are needed to support the MVT&IF Program implementation in this grant proposal? (0 – 20 points)

Using the GMS Budget module, provide an overall project budget that supports the proposed MVT&IF program strategy. Budget requests should reflect total projected costs for the 12-month contract period. The detailed project budget lines must be directly related to program implementation and *must include sufficient narrative justification demonstrating how each requested line item is essential to implementing the proposed strategy.*

The project budget must follow the below guidelines:

- Funding requests for agencies applying for refunding may not exceed 120% of the amount of their total SFY2011 award.
- While there is no guarantee that previously funded positions will be refunded, any project budget requests for currently supported part-time and/or full-time positions must include:
 - the title of the previously funded position to be refunded
 - the duties of the previously funded position to be refunded
 - the base salary of the previously funded position to be refunded
 - the current (time of application) hourly rate of the previously funded position to be refunded
 - the number of hours (per week) the previously funded position is to be dedicated solely to motor vehicle theft and/or motor vehicle insurance fraud related crimes

- While there is no guarantee that new positions will be funded, any project budget request for new part-time and/or full-time positions must clearly indicate that the position is 'New' and include the anticipated duties of the position being requested
- Law enforcement agencies requesting funding for full-time positions must be under the oversight of fiscal control entities as mandated by State or local legislation.
- While there is no guarantee that previously funded positions will be refunded, any project budget requests for fringe benefits must include a detailed breakdown of each item being to be covered (e.g. FICA, pension, medical, dental, vision, etc.).
- Requests for fringe benefits may not exceed the amount (percentage of salary) paid under SFY2011. (Note: Applicants are encouraged to indicate the agency portion to be covered.)
- Fringe benefits for overtime and fringe benefits for part-time positions that are less than 50% effort (0.5 FTE) are ineligible for grant funding.
- Law enforcement agencies requesting funding for overtime must indicate what (if any) funding is earmarked for activities other than enforcement details (e.g. training, program management, public awareness, etc.)
- All funding requests for equipment purchases should include a vendor quote for associated costs.
- All funding requests for rental vehicles and/or "bait cars" should include a vendor quote for associated costs.

Note: Funds provided under this program shall be used to **augment, and not to supplant**, the grantee's current funding of motor vehicle theft and motor vehicle insurance fraud detection, prevention, or reduction activities.

Up to 20 points can be deducted for incomplete answers and non-compliance issues regarding prior and/or current MVT&IF Program grants as follows:

Question 6 is to be answered by ONLY those agencies which received SFY2010 and/or SFY2011 MVT&IF Program grant funding. Since GMS requires a response to each question in order to accept an application, new applicants must enter "Not Applicable" or "N/A" to the following:

- 6. Provide a narrative of motor vehicle theft and/or motor vehicle insurance fraud related activities from January 2012 to the date of application and an assessment of the project's results as supported by data.** The narrative should provide a clear and concise description of notable investigations/cases and/or program successes. **(up to 8 points can be deducted).**

The submission of program and fiscal documentation is a compliance issue that is rated for MVT&IF Program grant applications. **Up to 12 points can be deducted** for non-compliance issues regarding prior and/or current grants.

GMS Work Plan

In the GMS Workplan module, enter “*To Be Determined*” for your Project Goal, Objective, Task, and Performance Measure. This is necessary in order for GMS to accept your application. Upon successful application and notification of award, DCJS staff will then assist awarded agencies with developing an appropriate program workplan, including project goal, objectives, tasks, and performance measures. Accordingly, there are no points attributed to this component of your application.

Nothing herein requires DCJS to approve funding for any applicant.

VII. NOTIFICATION OF AWARD

Applicants who are eligible for funding must receive a score of **at least 70** on this RFP to be considered for a grant award. Successful applicants will be advised by DCJS on behalf of the Board, through a letter of notification, that funds will be awarded and a contract will be negotiated. Unsuccessful applicants will also be advised by letter. In the event that DCJS and a successful applicant cannot execute a contract within sixty days of notification of selection of the applicant, DCJS reserves the right to rescind the award and redistribute the grant funds in consultation with the Board.

VIII. ADMINISTRATION OF CONTRACTS

Contract Approval - All contracts are subject to the approval of the Attorney General and the Comptroller of the State of New York, and until said approval has been received and indicated thereon, the Contract shall be of no force and effect.

Contract Period - DCJS will enter into contracts for projects of one-year duration. DCJS reserves the right to modify the contract period in the best interests of the State.

Contract Activities - All activities must have prior approval from DCJS and meet guidelines established by the State of New York.

Contract Changes - Contracts with grantees may be executed, terminated, renewed, increased, reduced, extended, amended, or renegotiated at the discretion of the Commissioner of the Division of Criminal Justice Services in light of a grantee’s performance, changes in project conditions, or otherwise.

Records - Grantees must keep books, ledgers, receipts, work records, consultant agreements and inventory records pertinent to the project; and in a manner consistent with DCJS contractual provisions and mandated guidelines.

Liability - Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury incurred during the performance of approved activities or caused by use of equipment purchased with grant funds.

Payments – Payments to reimburse project expenses will be made pursuant to the schedule specified in a contract entered into between the State of New York and the grant award recipient.

Reports – The grantee shall submit to DCJS reports in a format and time schedule specified in the grant contract, which shall include a description of the program efforts undertaken during the report period and the current status of the project. Data concerning key performance measures identified by DCJS in the grant award agreement shall be collected and included in each report.

Any law enforcement jurisdiction involved in the grant must submit crime reports to DCJS monthly, within 30 days following the end of the each month. These monthly reports may be submitted either under the Uniform Crime Reporting System (UCR) or under the Incident-Based Reporting Program (IBR). Quick Reports will not be accepted. More information on IBR is available on the DCJS website at: <http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ibr.htm>.

Other Conditions - The MVT&IF Program grantee must ensure that participating police departments receiving MVT&IF Program funds:

- 1) Enroll and fully participate as users of DCJS' eJusticeNY
- 2) Regularly submit investigative targets, locations, and telephone numbers into SAFETNet for deconfliction purposes.

Review - The grantees' performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS on behalf of the Board. Monitoring activities will take the form of site visits, records inspections, written and telephone communication, fiscal audits or other methods deemed necessary by DCJS to ascertain the quality and quantity of grantees' activities according to its contract.

Disposition of allocations – DCJS, in consultation with the Board, reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the applications, lack of accompanying documentation, inappropriateness of project proposed under the intent of the program or an organizational history of unsuccessful projects of a similar nature or a history of non-compliance.

Revocation of funds - Funds awarded to an applicant who does not implement an approved project within 120 days of the execution date may be revoked and redistributed at the discretion of the Commissioner of the Division of Criminal Justice Services, in consultation with the Board.

Standard Contract Provisions - Grant contracts executed as a result of this Program Announcement will be subject to the terms and conditions of Appendix A and Appendix A-1, which are available for review on the DCJS website at: <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

IX. RFP TECHNICAL ASSISTANCE

DCJS staff will not privately address any questions regarding this RFP except to provide GMS technical assistance. Requests for technical assistance with accessing and using GMS may be directed to the DCJS Office of Program Development and Funding at (518) 457-9787.

Non-GMS questions regarding this RFP will be accepted through 5:00 PM EDT Thursday, September 20, 2012 and must be emailed to dcjsfunding@dcjs.ny.gov. Please reference the "2012 MVT&IF Prevention Program RFP" in the subject line of your email. On Tuesday, September 25, 2012 DCJS will post responses to received questions on our website at <http://www.criminaljustice.ny.gov/ofpa/newrfp.htm> without identifying questioners.

X. FINAL RFP CHECKLIST

ALL REQUESTS FOR FUNDING MUST COMPLY WITH THE GUIDELINES SET FORTH IN THE ATTACHED REQUEST FOR PROPOSALS (RFP).

All applications must be completed using GMS and must include:

- **Contact information.**
- **Answers to Program Specific Questions (1–5 and 6, when applicable).**
- **Complete Project Budget Section.**
- **Complete Work Plan Section.**

Note: The 2012 New York Statewide Motor Vehicle Theft Plan of Operation and the 2012 New York Statewide Motor Vehicle Fraud Plan of Operation is available to assist prospective grantees on the DCJS web site at: <http://www.criminaljustice.ny.gov/ofpa/mvtifpmain.htm>.

**All applications must be received by
12 p.m. (noon), Friday, October 5, 2012.**

NOTE: Alternative applications will NOT be accepted. Faxes will NOT be accepted. Applications by e-mail will NOT be accepted.

Addendum A

Reported Number of Motor Vehicle Thefts for 2011

Rank	COUNTY	MOTOR VEHICLE THEFT		Rank	COUNTY	MOTOR VEHICLE THEFT
1	Queens	3,149		32	Genesee	39
2	Kings	2,936		33	Steuben	37
3	Bronx	2,110		34	Cayuga	34
4	Erie	1,537		35	Cattaraugus	32
5	Suffolk	1,269		36	Franklin	29
6	Nassau	1,094			Greene	29
7	Monroe	1,048			Lewis	29
8	New York	899		39	Orleans	28
9	Westchester	772		40	Clinton	26
10	Onondaga	500			Warren	26
11	Richmond	340		42	Madison	25
12	Niagara	290		43	Otsego	23
13	Albany	253		44	Herkimer	22
14	Orange	235			Montgomery	22
15	Schenectady	222			Tompkins	22
16	Oneida	150		47	Delaware	21
17	Dutchess	149		48	Allegany	20
18	Rensselaer	148		49	Livingston	18
19	Broome	116			Putnam	18
20	Rockland	104			Seneca	18
21	Oswego	102			Tioga	18
22	Ulster	88		53	Chenango	17
23	Chautauqua	87			Cortland	17
24	Jefferson	85			Essex	17
25	Saratoga	58			Washington	17
26	St. Lawrence	45		57	Columbia	15
27	Sullivan	44		58	Wyoming	14
	Wayne	44		59	Schoharie	13
29	Chemung	41		60	Schuyler	7
	Ontario	41		61	Hamilton	3
31	Fulton	40			Yates	3

Reported Incidence of Suspected Motor Vehicle Insurance Fraud for 2011

Rank	COUNTY	MOTOR VEHICLE INSURANCE FRAUD	Rank	COUNTY	MOTOR VEHICLE INSURANCE FRAUD
1	Kings	4,981	32	Allegany	13
2	Queens	3,038		Chenango	13
3	Bronx	2,151		Clinton	13
4	New York	1,964		Franklin	13
5	Nassau	1,224	36	Columbia	12
6	Suffolk	917		Montgomery	12
7	Richmond	433		Putnam	12
8	Erie	383		Tompkins	12
9	Westchester	351	40	Steuben	11
10	Monroe	192		Tioga	11
11	Orange	188	42	Orleans	9
12	Onondaga	152		Otsego	9
13	Albany	85	44	Madison	8
	Rockland	85		Washington	8
15	Dutchess	83	46	Chemung	7
16	Niagara	63		Delaware	7
17	Oneida	57	48	Genesee	6
18	Ulster	52		Lewis	6
19	Schenectady	46		Wayne	6
20	Broome	39	51	Essex	5
21	Saratoga	35		Jefferson	5
22	Sullivan	30		Ontario	5
23	Rensselaer	27		Seneca	5
24	Chautauqua	23		Wyoming	5
25	Oswego	20	56	Cortland	3
26	Cayuga	19		Fulton	3
	Herkimer	19		Schoharie	3
28	Cattaraugus	18	59	Livingston	1
	Warren	18	60	Hamilton	0
30	Greene	16		Schuyler	0
	St. Lawrence	16		Yates	0

**Weighted Average Number of Incidents of Motor Vehicle Theft & Motor Vehicle Insurance Fraud
for
Counties in the Top 25 in Either Category in 2011**

Rank	County	Theft	Fraud	Weighted Average*
1	Kings	2,936	4,981	4,299
2	Queens	3,149	3,038	3,075
3	Bronx	2,110	2,151	2,137
4	New York	899	1,964	1,609
5	Nassau	1,094	1,224	1,181
6	Suffolk	1,269	917	1,034
7	Erie	1,537	383	768
8	Westchester	772	351	491
9	Monroe	1,048	192	477
10	Richmond	340	433	402
11	Onondaga	500	152	268
12	Orange	235	188	204
13	Albany	253	85	141
14	Niagara	290	63	139
15	Dutchess	149	83	105
	Schenectady	222	46	105
17	Rockland	104	85	91
18	Oneida	150	57	88
19	Rensselaer	148	27	67
20	Broome	116	39	65
21	Ulster	88	52	64
22	Oswego	102	20	47
23	Chautauqua	87	23	44
24	Saratoga	58	35	43
25	Sullivan	44	30	35
26	Jefferson	85	5	32

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5	Suffolk	1,269
6	Nassau	1,094
7	Monroe	1,048
8	New York	899
9	Westchester	772
10	Onondaga	500
11	Richmond	340
12	Niagara	290
13	Albany	253
14	Orange	235
15	Schenectady	222
16	Oneida	150
17	Dutchess	149
18	Rensselaer	148
19	Broome	116
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16	Niagara	63
17	Oneida	57
18	Ulster	52
19	Schenectady	46
20	Broome	39
21	Saratoga	35
22	Sullivan	30
23	Rensselaer	27
24	Chautauqua	23
25	Oswego	20

* Fraud counts for a relative weight of two and theft for a weight of one. Thus, a county that reported 75 incidents of fraud and 150 thefts would have a weighted average of 100: $(75*2) + (150*1)/3 = 100$.

Addendum B

Instructions on How to Register with DCJS Grants Management System (GMS)

Helpful Hints on Using the DCJS Grants Management System (GMS)

Instructions for Registering with GMS

If, after reading the RFP, you are interested in submitting an application for 2012 MVT&IF Program Grant funding and you have not previously registered to use the DCJS Internet-based automated Grants Management System (GMS), your agency will need to register and receive a username and password. The registration request form can be found at the following address: <http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

In order to complete an application for funding on the GMS system, your agency or organization must register a user who will be responsible for electronically completing and submitting applications, and submitting routine program quarterly reports. In addition, the signing official (e.g., municipal head or CEO) must register with GMS as a Signatory user, and will be required to electronically indicate his/her acceptance of the grant contract (if awarded) on behalf of your agency or organization. GMS will not allow the submission of an application for funds without a registered Signatory User. You may submit the Registration Request form as an e-mail attachment to dcjsfunding@dcjs.ny.gov or call DCJS at (518) 457-9787 for assistance.

After your registration request is received, you will be sent an email acknowledgement. When your request has been processed, you will receive a username, password, instructions and a link to a GMS. Please allow 3-5 business days for your Registration Request to be processed. Applicants are encouraged to register their agency immediately.

All applications must be received by 12 p.m. (noon), Friday, October 5, 2012. Applicants are encouraged to begin their on-line application early in order to allow time to obtain assistance with the GMS. If you experience GMS difficulty, or if you do not have Internet capability, please call (518) 457-9787.

Helpful Hints

First time GMS users should download the GMS User Manual located at:
<http://www.criminaljustice.ny.gov/ofpa/gms.htm>.

Persons familiar with NYS-DCJS GMS can use the following as a simplified guideline.

The following instructions apply **ONLY** to the Motor Vehicle Theft and Insurance Fraud Prevention applications as previously described.

Sign on to GMS.

Go to project grid. Click the “**New**” button at the top of the project grid.
This will take you to a screen that says “Select a Funding Program” in a drop-down box format, find and highlight “**Motor Vehicle Theft and Insurance Fraud Prevention**”
Then click “**Create Project**”

In the newly created project, complete following modules:

> General

Complete the text screens and press save.

> Participants/Contacts

Click on “**Add Participant**” and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue text of your agency name. This will prompt a drop down list that defaults to “Grantee”. Click Add.

Click on “**Add Contact**” and in the search prompt that appears type in the last name of the person to be added. This should take you to a list, find the person to be added and click in the blue text of the name. This will prompt a drop down list that defaults to “Primary”. Ensure you do this until you have added a **minimum of three contacts: Primary, Signatory and Fiscal.**

Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached.

> Project Budget

Click “**Create a budget version for your agency (grantee)**”.

> Workplan

In the GMS Workplan module, enter “To Be Determined” for your Project Goal, Objective, Task, and Performance Measure. This is necessary in order for GMS to accept your application. Upon successful application and notification of award, DCJS staff will then assist awarded agencies with developing an appropriate program workplan, including project goal, objectives, tasks, and performance measures. Accordingly, there are no points attributed to this component of your application.

> Questions

[Refer to RFP Section VI for program specific questions to be completed using the GMS Questions module.]

Go to the Questions tab and respond to questions #1-5 and #6 (when applicable). Click in the blue text of the question which will take you to an answer box in which you will enter your response for each question. Since GMS will not permit you to submit your application without answering all questions, applicants not required to answer question #6 should simply enter “Not Applicable” or “N/A”.

If submitting responses to questions using a separate attachment, enter “See Attached” in your response to each question and follow the instructions for using the GMS Attachments module provided below. Please be sure to reference each question in your attached responses (Ex. #1, #2, etc.)

> Attachments

GMS will accept attachments by clicking on “**Attachment**” (and upload it there). Attachments **cannot** be in the **.XLSX** or **.DOCX** formats. **Note:** Follow the instructions in the GMS Users Manual for Attachments.

Remember: ***Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in an award being rescinded for the application being untimely.***

When you have completed all of the above requirements, click the “**Submit**” button.