



## MEMORANDUM

**TO:** All Interested Parties

**FROM:** Denise E. O'Donnell  
Commissioner and Chair, MVTIFP Board

**SUBJECT:** **Announcement of the Year 2009 Motor Vehicle Theft and Insurance Fraud Prevention Demonstration Program Request for Proposals**

**DATE:** August 10, 2009

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The SFY 2009/2010 Budget has allocated approximately \$4.3 million to sustain the eleventh year of the State's Motor Vehicle Theft and Insurance Fraud Prevention (MVTIFP) Demonstration Program. To begin the process of awarding grant funds, the Division of Criminal Justice Services (DCJS) on behalf of the State Motor Vehicle Theft and Insurance Fraud Prevention Board is issuing a 2009 Request For Proposals (RFP) to solicit applications from appropriate agencies. Program objectives, funding guidelines and criteria are outlined in the RFP which can be downloaded from our web page at:  
<http://criminaljustice.state.ny.us/ofpa/newrfp.htm>

The Motor Vehicle Theft and Insurance Fraud Prevention Board and the Division of Criminal Justice Services encourage grant applicants to submit 2009 applications focusing on motor vehicle theft and vehicle related insurance fraud. These applications must involve collaborative efforts with the State Department of Motor Vehicles, State Insurance Department - Insurance Fraud Bureau, State Police and Special Investigation Units of insurance companies. Projects are to be designed to enhance present efforts by seeking specialized training, conducting investigations and working with local district attorney's staff to curtail this problem.

If, after reading the RFP, you are interested in submitting an application for 2009 MVTIFP 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://criminaljustice.state.ny.us/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 [funding@dcjs.state.ny.us](mailto:funding@dcjs.state.ny.us) or call DCJS at (518) 485-9922 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 user manual. 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 noon, 12 p.m., Wednesday, September 16, 2009.** 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) 485-9922. General questions regarding the RFP may be directed to the Motor Vehicle Theft/Fraud Unit at (518) 457-8404.

In addition, applicants should read the New York State Motor Vehicle Theft and Insurance Fraud Prevention Statewide Plans and Strategy Development Guide, which are posted on the DCJS website at: <http://criminaljustice.state.ny.us/ofpa/mvtifpmain.htm>.

**The 2009 MVTIFP RFP deadline is noon, 12 p.m., Wednesday, September 16, 2009. There will be no exceptions.** Questions concerning the RFP should be directed to the OPDF, MVTIFP Unit at (518) 457-8404.

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

**NEW YORK STATE  
DIVISION OF CRIMINAL JUSTICE SERVICES  
SFY 2009 REQUEST FOR PROPOSALS  
MOTOR VEHICLE THEFT AND INSURANCE FRAUD  
PREVENTION DEMONSTRATION PROGRAM**

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## **MOTOR VEHICLE THEFT AND INSURANCE FRAUD PREVENTION DEMONSTRATION PROGRAM**

### **I. INTRODUCTION**

This Request For Proposals (RFP) solicits applications for grant funding under the Motor Vehicle Theft and Insurance Fraud Prevention Demonstration Program (MVTIFP). As authorized by and in accordance with Article 36-A of the Executive Law, approximately \$4,300,000 in 2009-2010 State funding is available for awards.

When, in the early 1990's, New York State created the Motor Vehicle Theft and Insurance Fraud Prevention Demonstration Program (MVTIFP), motor vehicle theft was rampant in New York State. During the five-year period from 1986 to 1990, motor vehicle thefts increased by 65%. Since 1997, with the MVTIFP Grant Demonstration Program enhancing the abilities of local law enforcement to combat these crimes, the rate of motor vehicle theft has been reduced by 62% in New York. In fact, the net result of these changes is that the number of vehicles reported stolen in New York is at its lowest level in more than two decades of state record keeping.

The incidence of motor vehicle insurance fraud in the early 1990's was significantly lower than the astonishing level now reported. Since 1997, the New York State Insurance Frauds Bureau has seen an alarming increase in the number of reports of suspected insurance fraud from insurers across the state. Reports of no-fault insurance fraud had increased consistently from 5,214 in 1996 to a high of 17,831 in 2003, and accounts, on average, for over 72% of all reported motor vehicle related insurance fraud.

During 2008, despite the combined investigative and prosecutorial efforts of state and local law enforcement agencies to combat motor vehicle insurance fraud as well as effective changes in the insurance laws of the suspected incidences of no-fault insurance fraud increased 8.8% in 2008 and suspected incidence of all types of motor vehicle insurance fraud increased by 5.2% during the same period.

Motor vehicle theft and motor vehicle insurance fraud remain a large problem throughout the state and the nation. In New York alone, over 25,048 vehicles were stolen in 2008, representing approximately \$169,199,240 in property losses and the average cost for motor vehicle insurance per vehicle is over \$1,000, second only in the nation to Washington,DC.

As the legislative findings associated with the creation of the MVTIFP Demonstration Program pointed 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 insurance fraud and motor vehicle theft.

The New York Motor Vehicle Theft and Insurance Fraud Prevention Demonstration 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 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://criminaljustice.state.ny.us/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 2009/2010 State budget has appropriated approximately \$4.3 million to be made available for awards to sustain the twelfth 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 re-funding of existing MVTIFP 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 SFY2009 award or no further funding.

In accordance with the statutory mandate, 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. **Priority will be given to enforcement, investigation and prosecution programs over prevention or education programs.** 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.

Total funds available for award are approximately \$600,000 *less than* in the State Fiscal Year 2008-2009. To help accommodate this reduction, **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.**

Those projects seeking refunding be advised that requests for funding in 2009-10 is limited to the amount of your current award (2008-09). Restricting the amount of funding to no more than 2008-09 levels is necessary due to a reduction in funding available this year that will likely result in many qualified applicants falling below or at last year's funding level once awards are made.

## **V. APPLICATION PROCEDURE**

### **A. APPLICATION**

Parties interested in submitting an application for 2009 MVTIFP 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://criminaljustice.state.ny.us/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 [funding@dcjs.state.ny.us](mailto:funding@dcjs.state.ny.us) or call DCJS at (518) 485-9922 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) 485-9922. General questions regarding the RFP may be directed to the Motor Vehicle Theft/Fraud Unit at (518) 457-8404.

**NOTE:** All applications must be received by **noon, 12 p.m., Wednesday, September 16, 2009**. Alternative applications will NOT be accepted. Faxes will NOT be accepted. Applications by e-mail will NOT be accepted.

**Please Note:** Any applications received after the due date will not be considered as valid for review.

**This is a competitive process; therefore, we cannot answer programmatic questions from potential grantees. However, please feel free to call the Office of Program Development and Funding at (518) 457-8404 with general questions.**

Key Events Completion Date

- 1. Issuance of the RFP:** August 10, 2009
- 2. Applications must be received no later than:** September 16, 2009.
- 3. Award Announcement:** November, 2009.

## **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 MVTIFP 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 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 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.**

## Numerical Rating of Proposals

A numerical rating will be awarded based on the **completeness** of the response to each of the 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.

Answer the following questions in full.

- 1. Indicate the incidence of motor vehicle thefts and motor vehicle insurance fraud in county where applicant is located.**

**Statistics may be obtained from Addendum A.** Allocation of these 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.

----- (0-30 points)

- 2. Describe in detail the occurrence of motor vehicle theft and/or motor vehicle insurance fraud in the applicant's jurisdiction.** Attach any tables, graphs or maps that support your description.

In a narrative, describe the crime problem utilizing current statistical data that describes the frequency and nature of motor vehicle theft and motor vehicle insurance fraud in your jurisdiction. The following statistics must be included:

- number of motor vehicles stolen in (city, town or village) applicant jurisdiction
- number of stolen motor vehicles recovered in (city, town or village) applicant jurisdiction;
- reported incidence of motor vehicle insurance fraud for jurisdiction in which applicant is located
- number of motor vehicle insurance fraud incidents investigated

----- (0-15 points)

3. **Analyze the problem of motor vehicle theft and/or motor vehicle insurance fraud in relation to the following points.** Provide the basis for your answer (e.g. mapping, incident reviews, organized crime analysis).

- **Time and location:** **Where** and **when** is the crime concentrated?
- **Offender Profile:** Are a small number of offenders responsible for a large portion of the crime? If so, what are their general characteristics? Are they on probation, parole or otherwise within the control of the criminal justice system? Are they gang members? juveniles? organized crime?
- **Incident Profile:** Why does this happen? What makes the crime possible? What makes the crime desirable and/or profitable?

----- (0–15 points)

4. **Implementing Agency Profile** – Answer the following parts of these questions in full.

A. *Briefly* describe your agency including:

- a history, organizational structure and operational units or divisions
- the overall annual operating budget
- number of employees (full-time and part-time)
- overall mission that justifies you as the implementing agency

B. Does your agency have a specialized MVTIFP unit or other expertise?

C. Have agency personnel attended any specialized auto theft or insurance fraud related training?

----- (0-5 points)

5. **Operational / Program Strategy** – **What is the Strategy for combating motor vehicle theft and motor vehicle insurance fraud in the applicant's jurisdiction?**

Based upon the analysis of the motor vehicle theft and/or motor vehicle insurance fraud crime problem in your 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 theft and motor vehicle insurance fraud. The strategy should be based upon the New York Statewide Plan of Operation for Motor Vehicle Theft and

Motor Vehicle Insurance Fraud which is located on the DCJS website.  
<http://criminaljustice.state.ny.us/ofpa/mvtifpmain.htm>

The narrative must also include:

- a list of positions to be utilized in this project, including those not being paid with project funds and describe responsibilities of each position;
- a description of the nature and extent of internal agency collaboration; and,
- the nature and extent of inter-agency collaboration – identify relevant outside agencies and how their assistance will enhance the effectiveness of the strategy

----- (0-15 points)

**6. What funds are needed to support the work plan in this grant proposal?**

Provide an overall budget that supports the work plan presented. The detailed budget lines are to be directly related to program implementation and *must be sufficiently justified*.

Those projects seeking **refunding** be advised that requests for funding **more than 100%** of the amount of funding that was awarded under 2008 are **prohibited**. Limiting the amount of funding that each applicant can apply for is necessary due to a reduction in funding available this year that will likely result in many qualified applicants falling below or at last year's funding level once awards are made.

----- (0-20 points)

**The following questions and all their parts are to be answered by ONLY those agencies who have received MVTIFP grant awards in 2008 and are applying for refunding.**

The submission of program and fiscal documentation is a compliance issue that is rated for your project. Up to 25 points can be deducted for incomplete answers and non-compliance issues in prior DCJS grants.

- 7. Provide a comprehensive description of grant related activities for the most recent year's grant and an assessment of the project's results supported by data.** The analysis must specifically address the stated goals, objectives, tasks and performance measures of the previous year's MVTIFP contract. Indicate the number of targets registered with SAFETNet and number of hits resulting from SAFETNet. **(up to 10 points can be deducted).**

8. Indicate the dates that the required Program Quarterly Progress Reports of the previous contract year have been submitted to the Division of Criminal Justice Services (DCJS) and that they are within the specified 45 days required in the grant contract. Program Quarterly Progress Reports must be reflective of the work plan in the grant award project. **(up to 5 points can be deducted)**
9. Indicate the dates that the required Fiscal Cost Reports (FCR) of the previous contract year have been submitted to DCJS and that they are within the specified 45 days for every quarter that the project has been funded? **(up to 5 points can be deducted)**
10. Provide DCJS with your agency's most accurate estimate as to how much money will be spent by the MVTIFP grant project by December 31, 2009 and the available balance remaining in project funds. **(up to 5 points can be deducted if not provided)**

*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://criminaljustice.state.ny.us/crimenet/ojsa/crimereporting/ibr.htm>.

**Other Conditions** - The MVTIFP grantee must ensure that participating police departments receiving MVTIFP 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://criminaljustice.state.ny.us/ofpa/forms.htm>. In addition to the above mentioned mandatory contract provisions, each recipient of funding must also comply with the following conditions:

Provide quarterly statistics for motor vehicle theft and motor vehicle insurance fraud related activities that pertain to the recipient agency as follows:

**Law enforcement agencies (patrol and investigations)**

- number of motor vehicles stolen
- number of stolen motor vehicles recovered
- number and type of motor vehicle parts recovered
- total value of motor vehicles stolen
- number of arrests for grand larceny auto
- number of arrests for motor vehicle theft related crimes (stripping, fraudulent documents, etc.)
- number of arrests for unauthorized use of a motor vehicle
- number of arrests for motor vehicle insurance fraud (MVIF)
- number of arrests for motor vehicle insurance fraud related crimes (fraudulent paperwork, identity theft, etc.)
- number of investigations initiated (MVT and MVIF)
- number of debriefings conducted
- number and names of cooperating agencies

**Prosecution**

- number of investigations initiated
- number of vehicle theft and related crimes convictions (felony and misdemeanor)
- number of vehicle theft and related crimes dispositions of jail time
- number of vehicle theft and related crimes dispositions of probation
- number of insurance fraud and related crimes convictions (felony and misdemeanor)
- number of insurance fraud and related crimes dispositions of jail time
- number of insurance fraud and related crimes dispositions of probation
- number of debriefings conducted
- number and names of cooperating agencies

**Training**

- subject areas, instructors and seminar outlines
- number and location of seminars held
- number of attendees per seminar
- number of agencies represented per seminar

## **IX. 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:**

- o **Contact information.**
- o **Answers to Program Specific Questions (1 – 6 and 7 – 10, when applicable).**
- o **Complete Budget Section.**

Note: The New York Motor Vehicle Theft and Insurance Fraud Prevention Statewide Plan is available to assist prospective grantees on the DCJS web site at: [www.criminaljustice.state.ny.us/ofpa/mvtifpmain.htm](http://www.criminaljustice.state.ny.us/ofpa/mvtifpmain.htm).

**All applications must be received by  
noon,12 p.m., Wednesday, September 16, 2009.**

**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 2008***

| COUNTY       | MV<br>THEFTS |  | COUNTY     | MV<br>THEFTS |
|--------------|--------------|--|------------|--------------|
| Kings        | 3,879        |  | Orleans    | 46           |
| Queens       | 3,831        |  | Genesee    | 43           |
| Bronx        | 2,927        |  | Greene     | 41           |
| Erie         | 2,365        |  | Chemung    | 39           |
| Suffolk      | 2,089        |  | Ontario    | 39           |
| Monroe       | 1,698        |  | Clinton    | 37           |
| Nassau       | 1,445        |  | Steuben    | 32           |
| New York     | 1,333        |  | Putnam     | 31           |
| Westchester  | 838          |  | Cortland   | 30           |
| Onondaga     | 687          |  | Cayuga     | 24           |
| Richmond     | 470          |  | Washington | 24           |
| Orange       | 326          |  | Seneca     | 24           |
| Albany       | 331          |  | Madison    | 21           |
| Niagara      | 296          |  | Otsego     | 21           |
| Schenectady  | 288          |  | Chenango   | 19           |
| Dutchess     | 210          |  | Herkimer   | 19           |
| Oneida       | 207          |  | Tioga      | 19           |
| Rensselaer   | 164          |  | Alleghany  | 18           |
| Rockland     | 138          |  | Columbia   | 18           |
| Broome       | 124          |  | Warren     | 17           |
| Ulster       | 97           |  | Livingston | 15           |
| Chautauqua   | 87           |  | Delaware   | 15           |
| Saratoga     | 82           |  | Montgomery | 15           |
| Jefferson    | 75           |  | Franklin   | 14           |
| Oswego       | 68           |  | Wyoming    | 13           |
| Sullivan     | 58           |  | Lewis      | 13           |
| Tompkins     | 57           |  | Schoharie  | 12           |
| Cattaraugus  | 52           |  | Essex      | 6            |
| Wayne        | 47           |  | Schuyler   | 4            |
| St. Lawrence | 47           |  | Yates      | 3            |
| Fulton       | 46           |  | Hamilton   | 0            |

***Reported Incidence of Suspected Motor Vehicle Insurance Fraud for 2008***

| COUNTY      | MV<br>INSURANCE<br>FRAUD |  | COUNTY       | MV<br>INSURANCE<br>FRAUD |
|-------------|--------------------------|--|--------------|--------------------------|
| Kings       | 4,416                    |  | Genesee      | 12                       |
| Queens      | 3,282                    |  | Greene       | 12                       |
| Bronx       | 1,859                    |  | Cattaraugus  | 11                       |
| New York    | 1,704                    |  | Franklin     | 11                       |
| Nassau      | 1,534                    |  | Warren       | 11                       |
| Suffolk     | 1,377                    |  | Delaware     | 10                       |
| Richmond    | 454                      |  | Fulton       | 9                        |
| Westchester | 416                      |  | Wayne        | 8                        |
| Erie        | 411                      |  | Livingston   | 7                        |
| Monroe      | 209                      |  | Madison      | 7                        |
| Rockland    | 208                      |  | Ontario      | 7                        |
| Onondaga    | 117                      |  | St. Lawrence | 7                        |
| Orange      | 111                      |  | Alleghany    | 6                        |
| Albany      | 110                      |  | Cortland     | 6                        |
| Dutchess    | 83                       |  | Chemung      | 6                        |
| Oneida      | 61                       |  | Essex        | 6                        |
| Ulster      | 57                       |  | Orleans      | 6                        |
| Schenectady | 54                       |  | Tompkins     | 6                        |
| Niagara     | 50                       |  | Chenango     | 5                        |
| Broome      | 48                       |  | Clinton      | 5                        |
| Cayuga      | 35                       |  | Montgomery   | 5                        |
| Rensselaer  | 24                       |  | Wyoming      | 5                        |
| Sullivan    | 22                       |  | Herkimer     | 4                        |
| Saratoga    | 20                       |  | Tioga        | 4                        |
| Putnam      | 18                       |  | Seneca       | 2                        |
| Jefferson   | 16                       |  | Schoharie    | 2                        |
| Oswego      | 16                       |  | Washington   | 2                        |
| Otsego      | 15                       |  | Schuyler     | 2                        |
| Chautauqua  | 14                       |  | Hamilton     | 2                        |
| Steuben     | 13                       |  | Lewis        | 1                        |
| Columbia    | 13                       |  | Yates        | 0                        |

## **Addendum B**

GMS Registration Form

GMS Signatory Registration Form

Helpful Hints for GMS



NYS Division of Criminal Justice Services  
4 Tower Place  
Albany, NY 12203  
Phone: (518) 457-8462  
<http://criminaljustice.state.ny.us>

## Office of Program Development and Funding

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### GMS USER REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form – and an IRS W-9 form – via email attachment to [funding@dcjs.state.ny.us](mailto:funding@dcjs.state.ny.us). When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at: <http://criminaljustice.state.ny.us/ofpa/gms.htm>.

**Please allow 3-5 business days for your Registration Request to be processed.**

Registrant Information (all fields are required):

Agency:  
EIN (Tax ID#):

Registrant:  
Title:

Address:  
Address2: (if applicable)  
City/State:  
Zip:

Email:  
Phone: (Ex.: (555) 111-1111)

DCJS #s of Current Grants (if applicable):

**NOTE: You must also complete IRS form W-9**, Request for Taxpayer Identification Number and Certification, in order for your registration to be processed. Faxed signatures are acceptable. Download the form at: <http://criminaljustice.state.ny.us/ofpa/gms.htm>. Fax to (518) 457-1186.

Indicate here that form W-9 has been completed and faxed: ☐



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## Office of Program Development and Funding

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### **GMS SIGNATORY REGISTRATION**

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form via email attachment to [funding@dcjs.state.ny.us](mailto:funding@dcjs.state.ny.us). When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at: <http://criminaljustice.state.ny.us/ofpa/gms.htm>.

**Please allow 3-5 business days for your Registration Request to be processed.**

Registrant Information (all fields are required):

Agency:  
EIN (Tax ID#):

Authorized Signing Official:  
Title:

Address:  
Address2: (if applicable)  
City/State:  
Zip:

Email:  
Phone: (Ex.: (555) 111-1111)

Basis for signing authority (Ex., executive officer, authorized by municipal charter, e.g.)

DCJS #s of Current Grants (if applicable):

**NOTE:** If your agency has not yet submitted IRS form W-9, Request for Taxpayer Identification Number and Certification, you will be required to do so. Download the form at: <http://criminaljustice.state.ny.us/ofpa/gms.htm>.

## Helpful Hints

**First time GMS users should download the GMS User Manual located at:**

<http://criminaljustice.state.ny.us/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 Program Office” 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 section 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 section 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.***

### > Budget

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

### > Workplan

Fill in the “Project Goal” text box and click “**Save**.” Click “**Create New Objective**” and fill in the text box and click “**Save**” (**Note**: This can be repeated, as needed, for multiple Objectives.)

Click “**Add Task to this Objective**” and fill in the text box and click “**Save**” (**Note**: This can be repeated, as needed, for multiple Tasks.)

Click “**Add Performance Measure to this Task**” and fill in the text box and click “**Save**” (**Note**: This can be repeated, as needed, for multiple Performance Measures.)

**Hint: You should work in a word processing document for any long answers. DCJS-GMS will time out after 30 minutes and you will lose any unsaved material.** Cutting and pasting from a word processing software document will prevent you from losing any work in this manner.

### > 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 #1-6 and #7-10, if applicable. Click in the blue section 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 questions #6-#8 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.)

### > Acceptance

[This module is not required for 2009 MVTIFP grant applications.]

Click in the blue lettering anywhere under “**Assurances**”. This will bring you to a list of Certified Assurances. Read the assurances carefully and at the bottom of the list (if they are acceptable); click the “**Certify**” button. This will automatically fill in the “Certified by” and “Certified Date” fields, as GMS will recognize the user based upon user name and password when signing on to GMS.

***Note: Your signatory will not be able to "accept" the appendices at this time as the project is still just an application. Accepting appendices occurs as part of the eSignature process at a later date.***

### **>Attachments**

For the *required* document GMS will accept this as an uploaded attachment. You may click on “**Attachment**” (and upload it there). **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.