



SFY 2017-2018
Motor Vehicle Theft and Insurance Fraud Prevention Program
(MVTIFP)
REQUEST FOR PROPOSALS (RFP)

KEY DATES AND NOTICES:

Release Date of RFP	Wednesday, August 2, 2017
Submission Deadline:	Friday, September 1, 2017, (Noon)
Deadline for Final Submission of Questions:	Wednesday, August 9, 2017
Response to Questions Posted:	On or about Monday, August 14, 2017
Notification of Award(s):	On or about Monday, October 2, 2017
Anticipated Contract Start Date:	January 1, 2018

1. Applications must be received by the submission deadline on-line via the DCJS Grants Management System (GMS). **Applicants who are not registered to access GMS will need to obtain user access in order to respond to this Solicitation.** See Appendix: *DCJS Grants Management System (GMS) Instructions and Helpful Hints.*
2. Questions regarding this RFP must be emailed to dcjsfunding@dcjs.ny.gov. Responses to the questions will be posted on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/index.htm> on or about date indicated above. If the applicant has any general questions such as, "Did DCJS receive my e-mail?" please call (518) 457-9787. Please note that DCJS cannot answer substantive questions concerning this solicitation in any manner other than the e-mail method.
3. Applicants will be advised of award decisions via a letter of notification, which will be emailed to the address provided by applicant in GMS. Where applicable, applicants not receiving an award will receive notification via email and by U.S. Postal Service mail. A debriefing is available to any entity that submitted a proposal or application in response to this solicitation who is not successful in receiving an award. (See Section: Notification of Awards.)
4. Contracts will be for an initial period of 12 months, commencing on or about January 1, 2018 with two subsequent one year renewal options.
5. **Grants Gateway Pre-Qualification – In order to be considered for an award,** not-for-profit (NFP) applicants **must** be pre-qualified through the NYS Grants Gateway prior to the RFP submission deadline. **NFP applicants should begin this process as soon as possible.** See Appendix: *Grants Gateway Prequalification Requirement.*

SFY 2017-2018

Motor Vehicle Theft and Insurance Fraud Prevention Program (MVTIFP) RFP

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APPENDICES:

- Grants Gateway Prequalification Requirement
- DCJS Grants Management System (GMS) Instructions and Helpful Hints
- Budget Detail Worksheet and Narrative Guide

Appendix: 2017-2018 MVTIFP RFP Maximum Application Award Amounts

Appendix: 2014-2016 Average Number of Reported Incidents of Motor Vehicle Theft

Appendix : 2014-2016 Average Number of Reported Incidents of Motor Vehicle Insurance Fraud

I. INTRODUCTION

The New York State Division of Criminal Justice Services (DCJS) seeks proposals for grant funding under the Motor Vehicle Theft and Insurance Fraud Prevention Program (MVTIFP). Approximately \$3.7 million is available for awards during the 2018 contract period as authorized in accordance with Article 36-A of the New York State Executive Law.

In the early 1990s, the State 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. Since that time, Uniform Crime Reporting (UCR) data indicates that the rate of motor vehicle theft in New York State has been reduced by more than 80 percent. However, during that same period, the rate of suspected motor vehicle insurance fraud incidents in New York State has increased by more than 25 percent, according to data collected by the New York State Department of Financial Services' Insurance Frauds Bureau.

The methods and scope of insurance fraud have become more complex and sophisticated over time. Detecting and investigating cases of motor vehicle insurance fraud requires collaboration, careful analysis, and planning by various entities including law enforcement agencies, prosecutors, and insurance industry officials.

Two key components of New York's successful crime reduction strategy involve cooperative partnerships between law enforcement agencies and the strategic use of technology in the fight against crime. Collaboration with Crime Analysis Centers (CACs) has become standard operating procedure for many law enforcement agencies across New York State. Technology and the accurate use of timely crime data has been utilized to complement and enhance traditional crime-fighting strategies.

Applicants for the MVTIFP Program must demonstrate a cooperative effort and are strongly encouraged to propose a strategy that demonstrates coordination with crime analysts and/or their regional Crime Analysis Centers.

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

The administration of the MVTIFP Program is under the direction of a twelve-member Motor Vehicle Theft and Insurance Fraud Prevention Board (Board) composed of representatives of consumers of automobile insurance, automobile insurance companies, law enforcement agencies, and the judicial system. Pursuant to Executive Law §846-m(1), the Board annually develops and recommends to the Executive Deputy Commissioner of the New York State Division of Criminal Justice Services (DCJS) plans of operation, which "provide for a coordinated approach to curtailing motor vehicle theft and motor vehicle insurance fraud throughout the State."

The Executive Deputy Commissioner of DCJS utilizes the plans of operation as guides in the assessment of the respective statewide motor vehicle theft and insurance fraud crime problems, the development of the MVTIFP RFP, and the selection of MVTIFP Program grant awards. MVTIFP RFP applicants are required to develop strategies to attack the types of motor vehicle theft and insurance fraud identified in the plans of operation.

DCJS enhances public safety by providing resources and services that inform decision making and improve the quality of the criminal justice system. DCJS is a multi-function criminal justice support agency with a variety of responsibilities, including collection and analysis of statewide crime data; operation of the DNA databank and criminal fingerprint files; administration of federal and state criminal justice funds; identifying and funding programs that reduce crime, recidivism, and victimization. Additionally, DCJS administers the state's Sex Offender Registry. DCJS conducts research on critical criminal justice issues and provides training, legal guidance and regulation to the State's law enforcement, community corrections and prosecution communities.

DCJS is committed to providing programs that improve the effectiveness of New York's criminal justice system. Proposals will be rated and selected for funding consistent with the best interest of the state. Applicants are encouraged to demonstrate in their response to this solicitation how their proposal supports New York's commitment to public safety.

II. FUNDING, APPLICANT ELIGIBILITY AND CONTRACT TERM

A. Funding and Approved Use of Funds

Approximately \$3.7 million will be made available to support the Motor Vehicle Theft and Insurance Fraud Prevention (MVTIFP) Program. All funding must support program efforts that will be accomplished during the contract period. Funding under this program must supplement, not supplant, non-grant funds that would otherwise be available for expenditure on the programs proposed. Eligible applicants may submit proposals up to the amounts specified in Appendix: 2017-2018 MVTIFP Maximum Application Award Amounts.

Funding under this grant program may be awarded either for new projects or for the continuation of projects funded by existing MVTIFP Program grants. Continuation funding is not automatic. An existing grant may be renewed if sufficient data is presented to demonstrate that the program is operating effectively and the new proposal submitted meets all of the RFP parameters. Programs with significant, unexpended fiscal balances from prior year awards may not receive further contract renewals.

The availability of these grant funds will be dependent upon the availability of fee revenues in the Motor Vehicle Theft and Insurance Fraud Prevention Fund (354) for this purpose.

Grant funds should be used primarily to fund personnel and fringe costs for staff assigned to the grant program, as well as for travel and training costs to attend program related training opportunities.

B. Applicant Eligibility and Requirements

Eligible applicants include units of local government and not-for-profit organizations. Eligible applicants may submit proposals up to the amounts specified in Appendix: *Maximum 2017-2018 MVTIFP Application Amounts*.

In accordance with Executive Law §846-m(2)(c) "localities with the greatest incidence of motor vehicle theft and insurance fraud shall be targeted for the purposes of this Program." Eligible counties have been identified based on the number of reported motor vehicle thefts, reported incidents of suspected motor vehicle insurance fraud, and those having experienced an average of at least 150 incidents of motor vehicle theft or suspected motor vehicle insurance fraud during the 2014 - 2016 period. The following fourteen (14) counties are eligible to apply for funds to support MVTIF enforcement, investigation, and prosecution programs: Albany, Bronx, Erie, Kings, Monroe, Nassau, New York, Niagara, Onondaga, Orange, Queens, Richmond, Suffolk, and Westchester (see Appendix: - *2014-2016 Average Motor Vehicle Theft and Insurance Fraud Prevention*). Funding for jurisdictions within these counties shall be considered based on a demonstrated need.

Each interested eligible county outside of New York City (NYC) must develop or continue a partnership that consists of the primary police department (with the highest MVTIFP crime data) and the district attorney's office. The chief of police for the primary police department and the District Attorney will be designated as co-chairs of the partnership and must **jointly** submit any proposal submitted by the county.

Recognizing that NYC has only one police department with jurisdiction over the city's five boroughs (counties), any specialized unit within the New York City Police Department or the New York City Fire Department which combats motor vehicle theft and motor vehicle insurance fraud, such as motor vehicle arson or no-fault medical fraud may submit a separate proposal that will stand on the operational merits of its individual program. However, any proposal submitted by one of these entities must include a letter of support from one or more county district attorney's office and a narrative proposal delineating the DA's role and the role of NYC law enforcement or other NYC investigative bureaus in achieving program goals and objectives.

Not-for-profit organizations currently receiving any MVTIFP Program funding are eligible to submit an application on their own merit.

C. Contract Term

Grant award agreements will be for a term of one year, unless otherwise modified by DCJS, effective on or about January 1, 2018, with two optional one-year renewals.

III. PROGRAM DESCRIPTION

A. 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 program objectives include:

- Assessing the scope of the motor vehicle theft and motor vehicle insurance fraud problem;
- Determining, on a regional basis, the incidence of motor vehicle theft and motor vehicle insurance fraud activities; and
- Developing and providing 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 for law enforcement agencies and prosecutorial offices 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 additional specific guidance on the types of projects that will be supported with grant funds, applicants are encouraged to review the *Statewide Plans of Operation for Motor Vehicle Theft and Motor Vehicle Insurance Fraud Prevention*, which are located on the DCJS website at: <http://www.criminaljustice.ny.gov/crimnet/pubs.htm>

B. Program Parameters

- Prosecutorial and/or investigative strategies for the interdiction of motor vehicle insurance fraud will receive priority over strategies for the interdiction of motor vehicle theft.

- Programs that promote a countywide collaborative effort, including the use of data driven decision making utilizing an agency crime analyst or regional crime analysis center, will be given additional merit.
- Prosecutorial offices are encouraged to practice vertical prosecution in relationship to motor vehicle theft and motor vehicle insurance fraud cases.
- Successful applicants must have a mechanism to flag and identify specific incidents of motor vehicle crimes and report on both grant funded and countywide motor vehicle theft and insurance fraud statistics.
- Successful applicants will be required to participate in collaborative regional meetings, which should include representatives from DCJS, the primary police department, the district attorney's office, the regional crime analysis center, and insurance industry Special Investigation Units (SIU). These meetings are to be held on a quarterly basis.

Note: Regional meetings for successful NYC law enforcement or other NYC investigative bureaus should include a representative from at least one supporting district attorney's office.

IV. EVALUATION AND SELECTION

Tier I Evaluation – Threshold Pass/Fail

The Tier I Evaluation assesses whether proposals satisfy minimum “pass/fail” criteria for funding. All proposals will be initially screened by DCJS reviewers to determine their completeness using the following criteria:

- Proposal was received by the published deadline;
- Applicant is eligible as defined by this solicitation;
- All proposals submitted by a county outside NYC demonstrate a collaborative effort between the county district attorney's office and local law enforcement agencies where applicable, including a program outline which describes aligned program parameters and coordinated strategies between the agencies;
- Only **one** proposal was submitted per county outside of the confines of NYC;
- Proposals from any NYC law enforcement or other NYC investigative bureaus within the confines of the New York City's five boroughs (counties) **has submitted a letter of support with their proposal from one or more county district attorney's office and a narrative proposal delineating the DA's role with NYC law enforcement or any other NYC investigative bureaus in achieving program goals and objectives;**
- Applicant is an eligible, pre-qualified entity in the Grants Gateway. (*This pre-qualification requirement applies only to not-for-profit applicants.*)
- The submitted proposals shall include:
 - Answers to all questions as presented;

- Budget detail and justification provided in GMS itemizing operating expenses in support of the program;
- Completed Program Work Plan, according to instructions provided; and
- All attachments and required documents – Letter(s) of Support, where indicated.

Tier I Evaluation criteria will receive pass/fail ratings. Any proposal that does not meet each of these conditions may be subject to disqualification from further review. DCJS may, at their discretion, request additional information from an applicant as deemed necessary.

Tier II Evaluation – Evaluation and Scoring

DCJS staff reviewers will evaluate proposals that successfully pass the Tier I Evaluation. A standard rating tool will be used to score responses to questions provided in the proposal. (See *Questions* section for additional information.) The maximum proposal score will be 100 points. Each response will be scored and all scores will be totaled, resulting in an overall score. The final score will be determined by averaging Team Reviewers' overall scores for each proposal. DCJS staff may, at their discretion, request additional information from an applicant as deemed necessary. Also, in the event of a substantial scoring disparity of total available points, an additional reviewer may rate the affected proposals and the average of all of the scores will determine the final average score of the proposal. In the event of a tie score among applicants, and where both applicants cannot be selected, an additional reviewer will rate the affected proposals and the average of the scores will represent the final score.

In addition to scoring the proposal, DCJS staff will prepare a summary evaluation for the Board. This evaluation will guide the DCJS Executive Deputy Commissioner and the Board in their decisions. DCJS and the Board are not bound by staff reviewer's recommendations and may award grants in amounts that vary from those recommendations based on the Board's expert knowledge of the subject matter or specialized knowledge of local programs.

Tier III Evaluation

The Tier III Evaluation assessments will be conducted by designated DCJS executive staff. The Tier III Evaluation will select applicants for funding and determine the award amount through consideration of the Tier II Evaluation scoring and comments, strategic priorities, available funding and best overall value to New York State.

Final award decisions will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

The DCJS Executive Deputy Commissioner or his or her designee will make final decisions regarding individual award amounts based on the quality of each submission, the scope and reach of the project, the appropriateness of the project budget, and any unspent balance of prior year funds. In accordance with Executive Law §846-m(2)(c), in allocating MVTIFP Program monies, the Executive Deputy Commissioner, upon recommendation of the Board, "shall, to the greatest extent possible, take into account the geographic incidence of motor vehicle insurance fraud and

motor vehicle theft, whereby localities with the greatest incidence of motor vehicle theft and insurance fraud shall be targeted for the purposes of this program.”

V. REQUEST FOR PROPOSAL QUESTIONS

Applicants must respond to the questions below within the DCJS Grants Management System (GMS), as instructed. **GMS instructions are located as an Appendix to this solicitation.** Please prepare prospective responses in a Microsoft Word Document using Arial, 11 point font and 1.5 line spacing.

Responses should then be copied and pasted to GMS under the *Questions* module “tab” of the application. Applicants are also required to attach the Microsoft Word document with responses to these questions using the *Attachments* module on GMS. The maximum number of pages allowed for each question is indicated.

Responses to the following questions will be scored and are the basis for Tier II Evaluation funding recommendations. Note: The aggregate scoring value assigned to all questions equals a total possible score of *100 points*. Applicants must attain a minimum proposal score of *70 points* in order to be eligible for funding. All questions, including sub-sections and those which have no point value, must be answered.

1 – 5: Operational/Program Strategy (40 points as follows)

1. Describe your agency’s organizational structure and operational units/divisions, including the number of employees (full-time and part-time), agency budget, and non-grant funded MVTIFP personnel or budget, when applicable. Responses should describe your agency’s specialized motor vehicle unit or expertise, if applicable. **(0 points) - Not to exceed 2 pages**
2. 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 collaborative programmatic strategy to combat these crimes. **(10 points) - Not to exceed 3 pages**
3. Detail how your jurisdictional strategy is responsive to the specific motor vehicle crime in your community. **(10 points) - Not to exceed 3 pages**
4. Describe how your operational strategy incorporates an integrated means to prevent, deter, and reduce the incidence of the motor vehicle insurance fraud and motor vehicle theft. **(10 points) - Not to exceed 3 pages**
5. Delineate how your strategy correlates with the statewide motor vehicle crime trends identified in the *2016 New York Statewide Plan of Operation for Motor Vehicle Theft* and the *2016 New York Statewide Plan of Operation for Motor Vehicle Insurance Fraud*. **(10 points) - Not to exceed 3 pages**

6. Analysis of Jurisdictional Motor Vehicle Theft and Insurance Fraud (15 points as follows)

Allocation of MVTIFP 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 Appendix: *2014-2016 Average Number of Reported Incidents of Motor Vehicle Theft* and Appendix: *2014-2016 Average Number of Reported Incidents of Motor Vehicle Insurance Fraud*. 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 2016 statistical data that demonstrates the occurrence of motor vehicle theft and/or motor vehicle insurance fraud **in your jurisdiction**. Include an analysis and description of motor vehicle theft and/or insurance fraud within your locality. The following statistics must be included:

- a. Number of motor vehicles stolen in the applicant's jurisdiction;
(3 points) – Not to exceed 1 page
- b. Number of stolen motor vehicles recovered in the applicant's jurisdiction;
(3 points) – Not to exceed 1 page
- c. Number and brief description of motor vehicle insurance fraud incidents investigated by the applying agency; **(3 points) – Not to exceed 3 pages**
- d. Types of motor vehicle theft investigated within the applicant's jurisdiction; and
(3 points) – Not to exceed 3 pages
- e. Types of motor vehicle insurance fraud investigated within the applicant's jurisdiction.
(3 points) – Not to exceed 3 pages

7 – 8: Prior Program Performance (15 points as follows)

Prior program performance will be judged in part based on the quality and content of Quarterly Progress Reports (QPR) submitted via the DCJS GMS system for applicants which received MVTIFP Program funding in SFY 2014-2016. **(5 points)**

7. Provide a narrative of motor vehicle theft and motor vehicle insurance fraud related activities from January 2017 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 program successes. **(5 Points) – Not to exceed 3 pages**

8. Provide a narrative, which may include relevant historical information, to demonstrate the effectiveness of your jurisdiction's local program. **(5 Points) – Not to exceed 5 pages**

Note: First time applicants, or those applying for new programs, should report on their non-grant funded efforts aimed at the prevention, deterrence, and reduction of the incidence of motor vehicle theft and insurance fraud in their jurisdiction.

9. **Demonstration of a Countywide Collaborative Effort (5 Points)**

Articulate the nature and extent of inter-agency collaboration within your jurisdiction, identifying relevant outside agencies and how their assistance has enhanced and/or will enhance the effectiveness of the strategy. Narratives should demonstrate how your jurisdiction has promoted and/or will promote reciprocal intelligence sharing and investigative and/or prosecutorial resources, citing specific cases where warranted. Applications will be judged in part on the extent to which strategies promote data driven decision-making utilizing an agency crime analyst or regional crime analysis center. Propose a strategy or discuss an existing structure that demonstrates coordination with crime analysts or regional crime analysis centers. – **Not to exceed 3 pages**

10. **Demonstration of Dedicated Prosecutorial or Investigative Insurance Fraud Efforts (5 Points)**

Detail the nature and extent of your jurisdiction's dedicated efforts to combat and focus on the incidence of motor vehicle insurance fraud. Narratives should provide examples of how entities have used techniques and strategies to specifically target motor vehicle insurance fraud. Descriptions should articulate the collaboration, analysis, and planning of individual organizations within your jurisdiction, including law enforcement agencies, prosecutors, and insurance industry officials. – **Not to exceed 3 pages**

11. **Program Work Plan (0 Points)**

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

12. **Operating Budget Detail and Justification (20 points)**

- ✓ Using the Budget Detail Worksheet and Budget Narrative sheet as a guide, enter the operating budget directly into the Budget module "tab" of the GMS application. Prepare a line item budget, including justification, by appropriate category of expense (e.g., Personnel, Fringe Benefits, Consultants, etc.). All funded positions should clearly indicate the general duties, full annual salary of the position, hours worked per week,

and proposed hours or percentage FTE supported by the grant. Budgets should reflect total projected costs for a 12-month contract period and be limited to eligible costs. Operating budgets must not exceed the applicant's eligible award amount if provided. For joint county-wide applications, a separate budget version should be entered for each agency included in the application.

- ✓ The detailed budget for the grant period must be complete and provide sufficient detail. It must also be reasonable and appropriate, as determined by DCJS, and directly tied to the work plan. For subcontracted agencies approved to provide services, where applicable, upload signed and executed agreements and the subcontractor's approved operating budget using the **Attachment** Module on GMS.
- ✓ Consultant Services: All consultant services must be obtained in a manner that provides for fair and open competition. The rate for a consultant should not exceed \$650 for an eight-hour day (not including travel and subsistence costs). A rate exceeding \$650 per eight-hour day requires prior written approval from DCJS and may be approved on a case-by-case basis where adequate justification is provided and expenses are reasonable and allowable. A grant award recipient obtaining consultant services that cost in excess of \$10,000 must use a competitive bidding process. A grant award recipient who proposes to obtain consultant services from a particular vendor without competitive bidding will be required to obtain the prior written approval of DCJS. The request for approval must be in writing and set forth, at a minimum, a detailed justification for selection and basis upon which the price was determined to be reasonable. Further, such consultant services must be in accordance with the guidelines, bulletins and regulations of the NYS Office of the State Comptroller, State Procurement Council and, if applicable, the U.S. Department of Justice.
- ✓ Applicant budgets should include expenses for travel and training. Training opportunities and peer-to-peer learning will be available for MVTIFP Program participants. **Awardees will be required to participate in these educational forums.**

Note:

- Not-for-Profits: Funding for indirect costs, including administrative, is capped at a rate of 15%.
- Governmental Organizations: Indirect costs are not an allowable expense for governmental organizations.
- 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).
- Project budget requests for rental vehicles and/or "bait cars" must include a vendor quote for associated costs.
- Fringe benefits for overtime and fringe benefits for part-time positions less than 50% effort (0.5 FTE) are not eligible for grant funding.

Budget spreadsheets and narratives must be completed for each agency in each jurisdiction requesting funding. **Agencies will be required to submit a separate budget spreadsheet, upon DCJS request, prior to the origination of the second annual renewal contract period.** DCJS reserves the right to make mathematical corrections to the requested budget or budget modifications that serve the best interests of the State.

Eligible entities should refer to Appendix: *2017-2018 MVTIFP RFP Maximum Application Award Amounts* to determine the maximum funding request amount. County applicants who are not current grant recipients, as well as county applicants who currently receive less than \$95,000,000 are eligible to apply for up to \$100,000. All other current grant recipients are eligible to apply for no more than 105% of their current 2016-17 award amount.

Applicants are reminded that the MVTIFP Program RFP is a competitive process and continued funding is not guaranteed. Nothing herein requires DCJS to approve grant funding for any applicant.

VI. NOTIFICATION OF AWARDS

Applicants approved for funding will be notified in writing by DCJS via email to the email address provided in GMS. The terms of the final contract agreement are subject to negotiation between DCJS and the grantee.

For those not approved to receive funding awards, notifications will be emailed to the contact person and sent by U.S. Postal Service mail.

A debriefing is available to any entity that submitted a proposal in response to this solicitation and was not successful in receiving an award. Applicants will be accorded fair and equal treatment with respect to an opportunity for a debriefing. A debriefing shall be requested in writing by the unsuccessful Applicant within 15 calendar days of being notified in writing by DCJS that the Application was not selected for an award.

An unsuccessful Applicant's written request for a debriefing must include specific questions that the Applicant wishes to be addressed, and must be submitted to DCJS via the funding mailbox at dcjsfunding@dcjs.ny.gov with the following in the subject line: **Request for Debriefing SFY 2017-2018 Motor Vehicle Theft and Insurance Fraud Prevention Program RFP**. The debriefing shall be scheduled to occur within 30 days of receipt of written request by DCJS or as soon after that time as feasible.

The preferred method for the debriefing will be in-person, however, upon mutual agreement by all parties may be conducted via telephone, webinar, or any combination thereof.

In the event that DCJS and a successful award recipient cannot agree to contract terms within ninety days of notification of selection for award, DCJS reserves the right to rescind the award and redistribute the funds.

VII. REQUIRED REPORTING

Reporting requirements are provided below:

GMS Quarterly Progress Reporting

All grantees will be required to submit quarterly progress reports via GMS that describe quarterly performance and activities in support of the project Work Plan entered in GMS.

Quarterly Fiscal Reports

All grantees will be required to submit quarterly fiscal reports and claims for payment.

Annual Narrative Report and Performance Metrics

All grantees will be required to submit an annual narrative report and performance metric worksheet within 30 days of the end of the contract period.

Reporting Due Dates:

GMS Progress Reports, Case-specific Reports (if applicable) and Fiscal Claims for Payment (formerly known as State-Aid Vouchers) are due to DCJS by the following dates:

<u>Calendar Quarter</u>	<u>Report Due</u>
July 1 - September 30	October 31
October 1 - December 31	January 31
January 1 - March 31	April 30
April 1 - June 30	July 31

VII. ADMINISTRATION OF CONTRACTS

DCJS will negotiate and develop a contract with each successful applicant. In the event that DCJS and the successful applicant cannot agree to contract terms within ninety days of notification of selection for award DCJS reserves the right to rescind the award and redistribute the funds.

Contract Approval

A grant contract of \$50,000 or greater is subject to approval by the NYS Office of the Attorney General (OAG) and the Office of the State Comptroller (OSC) before funding may actually be disbursed. For contracts subject to the approval of the Attorney General and the Comptroller of the State of New York, the Contract shall be of no force and effect until said approval has been received and indicated thereon.

Contract Term

DCJS will enter into a contract period as noted in this solicitation. DCJS reserves the right to modify the contract term in the best interests of the State.

Contract Activities

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

Contract Changes

Contracts resulting from this solicitation may be executed, increased, terminated, renewed, decreased, extended or amended or renegotiated for any reason at the discretion of the Executive Deputy Commissioner of DCJS as a result of contractual performance, changes in project conditions, or as otherwise may be in the best interests of New York State.

Records

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 (see "Standard Contract Provisions" below), grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

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

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Where applicable, performance-based expenses will be reimbursed in compliance with the contract milestone performance and costs budget and the project work plan.

Reports

The grantee shall submit all reports to DCJS in a format and time frame as specified in the contract. Quarterly progress reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The quarterly progress reports of the grantee's activities under this contract must be submitted electronically as directed by DCJS. Independent of any reporting schedule, all grantees will be required to inform DCJS of any program issues that are significantly impacting program performance. Any project funded under this solicitation must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

Performance Review

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS and will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by DCJS to ascertain the quality and quantity of grantee activities.

Disposition of Allocations

DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within 90 calendar days of the contract start date may be revoked and redistributed at the discretion of the Executive Deputy Commissioner of the DCJS or his or her designee.

Encouraging Use of New York State Businesses in Contract Performance

New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the State and the nation. In recognition of their economic activity and leadership in doing business in New York State, applicants for this solicitation are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract(s) resulting from this solicitation. Such partnering with New York State businesses may be as subcontractors, suppliers, protégés or other supporting roles. To assist in demonstrating commitment to the use of New York State businesses in the performance of the contract(s), all applicants must complete the form provided on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm> entitled: *Encouraging Use of New York State Businesses in Contract Performance* and submit the completed form as an attachment to the their application in GMS. There are no points attributable to this component of the application.

Use of Service-Disabled Veteran-owned Business Enterprises in Contract Performance

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf.

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of the State Finance Law and the Executive Law to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses consistent with current State law. Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated public procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects bidders/proposers to provide maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers.

Bidders/proposers can demonstrate their commitment to the use of SDVOBs by responding to the questions on the form located at http://www.criminaljustice.ny.gov/ofpa/pdfdocs/Veteran_Owned_Business_Form.pdf and attach the completed form, along with your Application, to the NYS Division of Criminal Justice Services' Grants Management System (GMS). There are no points attributable to this component of the application.

Standard Contract Provisions

Any contracts negotiated as a result of this solicitation will be subject to the provisions of Appendix A, Appendix A-1, Appendix C and Appendix M, which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at <http://www.criminaljustice.ny.gov/ofpa/forms.htm>.

Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunity (EEO) Requirements

DCJS recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises (M/WBEs), as well as the employment of minority group members and women in the performance of DCJS contracts.

Contracts in excess of \$25,000 require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants requesting in excess of \$25,000 must be prepared to submit a Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301), and a Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet (DCJS-3309). For contracts in excess of \$250,000 applicants must also submit an M/WBE Equal Employment Opportunity Staffing Plan (DCJS-3300). All forms are located at <http://www.criminaljustice.ny.gov/ofpa/mwbe/index.htm>.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan, the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form, Local Assistance M/WBE NPS Discretionary Budget Determination Worksheet, and Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement and advise the applicant of DCJS' acceptance once an award determination is made. For additional information regarding M/WBE requirements see also <http://www.criminaljustice.ny.gov/ofpa/forms.htm>. There are no points attributable to this component of the application.

Vendor Responsibility

Not-for-Profit entities that are receiving an award of \$100,000 or greater are required to complete an updated Vendor Responsibility Questionnaire. The questionnaire and additional information are available on the NYS Office of State Comptroller website:

http://www.osc.state.ny.us/vendrep/vendor_index.htm. Any not-for-profit sub-grantees must also complete a Vendor Responsibility Questionnaire.

Charities Registration

Not-for-Profit entities must also insure that their filing requirements are up-to-date with the Charities Bureau of the NYS Attorney General's Office. Further information on the registration requirements may be obtained at the Attorney General's website:

<http://www.charitiesnys.com/home.jsp>.

Data Universal Numbering System (DUNS) Registration Requirements

All DCJS funding applicants are required to provide a DUNS number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section; existing DCJS grantees whose DUNS number is not already on file should email the number to funding@dcjs.ny.gov to have it entered by DCJS staff prior to submission of the application. Any organization needing a DUNS number can register through the following link: <http://fedgov.dnb.com/webform>. Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early.

IX. PROPOSAL SUBMISSION

A. Specific Instructions

Only one application should be submitted for each county outside of the confines of New York City's five boroughs (counties). Recognizing that NYC has only one police department with jurisdiction over the city's five boroughs (counties), any specialized unit within the New York City Police Department or the New York City Fire Department which combats motor vehicle theft and motor vehicle insurance fraud, such as motor vehicle arson or no-fault medical fraud, may submit a separate application that will stand on the operational merits of its individual program. Applications must be submitted using the DCJS Grants Management System (GMS).

B. Grants Management System (GMS)

Proposals must be submitted to DCJS using the Grants Management System (GMS). First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. If you need assistance with accessing and using GMS, please contact the DCJS Office of Program Development and Funding (OPDF) GMS Help Desk at (518) 457-9787. **The DCJS GMS Help Desk is available Monday through Friday between the hours of 9:00 am and 5:00 pm. However, applicants should note specific RFP or RFA submission deadlines.**

The following information is specific to this solicitation. For general guidance and GMS Helpful Hints see Appendix: *Grants Management System (GMS) Instructions and Helpful Hints*.

Submitting a Proposal on GMS

To submit a new proposal on GMS, log on to the system and click on “Project.” Click the “New” button at the top of the project grid. This will take you to a screen that says “Select a Program Office.” Using the drop-down box, find and select **Motor Vehicle Theft and Insurance Fraud Prevention**. Click “Create Project.” Your application will now be ready to complete.

Completing the Application

Applicants are encouraged to complete the GMS registration as well as the registration and/or pre-qualification on the NYS Grants Gateway System, where applicable, early to avoid any concerns with these automated systems. Grants Gateway prequalification and GMS signatory registration **must** be complete prior to the submission of a proposal. Each application will consist of the following components that must be completed using GMS:

- Participant name(s);
- Contact information for all participating agencies per application;
- Program specific questions;
- Project budget; and
- Project work plan.
- Any required attachments, such as Letter(s) of support, as indicated

When all of the above requirements and GMS Application components are completed, click the “**Submit**” button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and you submit successfully, GMS will display a screen that says “*Your application has been submitted.*”

X. APPLICATION CHECKLIST

- Not-for-Profit Applicants ONLY: Complete Grants Gateway Prequalification Requirements – See Appendix: *Grants Gateway Prequalification Requirement*
- All Applicants: Complete all DCJS Grants Management System (GMS) Registration Requirements – See Appendix – *DCJS Grants Management System (GMS) Instructions and Helpful Hints*.
- Complete all necessary contractual requirements as described in Section: *Administration of Contracts*.
- Answer Program Narrative Questions in *QUESTIONS* TAB in GMS and also attach the answers on a Word Document to GMS.
- Complete BUDGET TAB on GMS by entering the line-item Operating Budget.
- Attached Letter(s) of Support, narrative proposal, and/or Memorandum of Understanding where indicated.

Appendix

Grants Gateway Prequalification Requirement – Not for Profit Applicants Only

Not-for-profit applicants **must** be pre-qualified through the New York State Grants Gateway prior to the application submission deadline in order to be eligible for awards under this funding. **Applicants are strongly encouraged to begin this process as soon as possible.**

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process, which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information on these initiatives can be found on the [Grants Reform Website](http://www.grantsreform.ny.gov/) at <http://www.grantsreform.ny.gov/>.

Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@budget.ny.gov.

Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Vendors are strongly encouraged to begin this process as soon as possible in order to participate in this opportunity.

Appendix

DCJS GRANTS MANAGEMENT SYSTEM (GMS) INSTRUCTIONS AND HELPFUL HINTS - Dated February 2016

GMS Helpful Hints: See RFP for additional specific GMS directions.

First time GMS users should download the GMS User Manual located at <http://www.criminaljustice.ny.gov/ofpa/gms.htm>. Persons familiar with GMS can use the following simplified guidelines:

Getting Started: Sign on to GMS.

Click "Project" to 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 "Name of funding program," then click "Create Project."

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. Note that GMS will time out after 30 minutes of inactivity. That means that you should save your work frequently. Each save re-sets the timer.

In the newly-created project complete the following modules which are listed across the top of the screen:

General - Complete the text screens and press save.

Participants/Contacts - Complete the text screens and press save.

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." If there will be a separate Implementing Agency, repeat the process, choosing "Implementing Agency" as the Participant Type. In the event your agency is not listed, click the "New" button to add your agency to our database. Please complete all required information on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. 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. In the event that the contact you are attempting to add does not appear in a search, click the "New Contact" button to add the contact to our database.

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 - See Application for additional specific instructions.

Work plan - In the GMS work plan module, enter the Project Goal, Objectives, Tasks and Performance Measures provided in the Standard Work Plan within this solicitation.

- Fill in the “Project Goal” text box and click “Save.”
- Click “Create New Objective” and fill in the text box and click “Save.”
- Click “Add Task to this Objective” and fill in the text box and click “Save.”
- Click “Add Performance Measure to this Task” and fill in the text box and click “Save.”

Questions (where applicable and when the solicitation includes questions) -

Answer all required program narrative and budget information questions.

Hint: Answers should be developed in Word. GMS will time out after 30 minutes and unsaved material will be lost. Cutting and pasting from a Word document will prevent the loss of any work.

Attachments -

Click on “Attachment,” and upload the required attachments for this solicitation. Note: Follow the instructions in the GMS User’s Manual for Attachments; also, see screen instructions for accepted file types and advice on file names.

Remember: Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in a non-award due to the application being untimely.

When all requirements are completed, click the “Submit” button. If any fields are missing, a report will display what remains to be completed. Once all fields are complete and the application is submitted, GMS will display a screen that says “*Your application has been submitted.*” In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction’s or organization’s behalf.

Appendix: BUDGET DETAIL WORKSHEET AND BUDGET NARRATIVE GUIDE

PERSONAL SERVICES – List each position by title and name of employee, if available. Show the annual rate of pay, the percentage of time to be devoted to the project (percent of FTE) and the cost to grant funding.				
Name	Position	Salary	Computation (Annual Salary, % of FTE Time)	Cost
<i>Personal Narrative:</i> Describe responsibilities and duties of each position in implementing and operating the grant program. 				
FRINGE BENEFITS - Should be based on actual known costs or approved negotiated rate of the agency. Fringe benefits are for the personnel listed above, and only for the percentage of time (%FTE) of each position charged to the project.				
Approved Rate or Description of Actual Costs		Computation (Salary x Rate)		Cost
<i>Fringe Benefits Narrative:</i> Describe computation of fringe benefits to be charged to the project. 				
CONSULTANT SERVICES – For each consultant, enter the name, service to be provided, hourly or daily fee, and estimated time on the project. Upload the signed consultant agreement as an Attachment in GMS.				
Name of Consultant	Service Provided	Computation	Cost	
<i>Consultant Services Narrative:</i> Explain how each consultant is necessary to the success of the project and discuss the procurement method to be used. Using the format of "F – Travel" category, list all expenses to be paid from the grant to the individual consultants in addition to their fees (e.g., travel, meals, lodging). This includes travel expenses for anyone who is not an employee of the applicant such as participants, volunteers, community partners. Consultant costs are limited to \$650 per 8 hour day (excluding travel, meals, and lodging) unless justification is provided and approved by DCJS. 				
EQUIPMENT – List non-expendable items that are purchased. List expendable equipment under the "Supplies" category. Rented or leased equipment should be listed in this category.				
Item	Quantity	Cost per Item	Total Cost	
<i>Equipment Narrative:</i> Explain how the equipment is necessary for the success of the Project and describe the procurement method to be used. 				
SUPPLIES – List supplies by type (office supplies, postage, training materials, copying paper, and expendable equipment, such as books or hand-held tape recorders) and how the basis of computation.				
Item	Quantity	Cost per Item	Total Cost	
<i>Supplies Narrative:</i> Discuss the supplies needed for success of the project and indicate who will be using expendable materials. 				
TRAVEL AND SUSTENANCE – Itemize project related expenses required of staff by purpose (e.g. training, field work, meetings). Prior to any out-of-state travel, a written request for approval to use grant funds must be submitted to, and granted approval by DCJS. Show all travel expense computations (# of people x cost of travel, daily lodging cost x number of rooms x number of nights, per diem meals x number of travelers). Identify location.				
Travel Purpose and Location	Number of People	Cost of Travel per diem	Number of Travel Days	Total Cost
<i>Travel and Sustenance Narrative:</i> Describe location of travel, purpose of travel, mode of transportation and cost. Also indicate who is traveling and how this travel is necessary for the success of the project. Meals and lodging must be itemized and must not exceed published NYS per diem rates. 				

RENTAL OF FACILITIES – Provide square footage of **NEW** space rented specifically for the project and the rental cost per square foot. Provide a monthly cost multiplied by the number of months that rent is required within the program period. Note: Units of local government may not charge rent to the awardee for existing agency office space.

Monthly Rent	X Number of Months	Cost
█	█	█

ALL OTHER COSTS – List line item costs, such as reproduction and telephone, by category and the basis for computation.

Description	Computation	Cost
█	█	█

ADMINISTRATION/INDIRECT COSTS – Combined funding for administrative and/or indirect costs is capped at a rate of 15 percent. Note: Indirect costs, including administrative, are not an allowable expense for governmental agencies.

Description	Computation	Cost
█	█	█

BUDGET CATEGORY	AMOUNT
Personal Services	\$ █
Fringe Benefit	\$ █
Consultant Services	\$ █
Equipment	\$ █
Supplies	\$ █
Travel and Sustenance	\$ █
Rental of Facilities	\$ █
All Other Expenses	\$ █
Administration/Indirect Costs	\$ █
TOTAL OPERATING BUDGET	\$ █

Grant Amount Requested:	Match Amount (if applicable):	Total Project Amount:
\$ █	\$ █	\$ █



APPENDIX

**2017-2018 Motor Vehicle Theft and Insurance Fraud Prevention (MVTIFP) RFP
Maximum 2017-18 Application Amounts**

MVTIFP RFP County Funding

County	2014-2016 Combined MV Theft & Insurance Fraud Incident Average	SFY 2016-2017 MVTIFP Award	2017-18 MVTIFP RFP Maximum Application Amount*
Kings	3,439	\$238,926	\$250,873
Queens	2,755	\$556,000	\$583,800
New York	2,070	\$250,900	\$263,445
Bronx	1,929	\$321,918	\$338,014
Nassau	1,036	\$260,000	\$273,000
Suffolk	1,006	\$426,243	\$447,555
Erie	808	\$251,200	\$263,760
Monroe	611	\$190,057	\$199,560
Westchester	550	\$421,450	\$442,523
Onondaga	301	\$0	\$100,000*
Richmond	255	\$50,190	\$100,000*
Albany	160	\$99,600	\$104,580
Niagara	154	\$157,916	\$165,812
Orange	153	\$0	\$100,000*

*Eligible Counties who do not currently receive an award and those who currently receive less than \$95,000 may apply for up to \$100,000. Funding proposals for all other counties may not exceed 105% of their 2016-17 award.

* Data on reported motor vehicle thefts sourced from Unified Crime Reporting (UCR) data (July 2017). Data on reported incidents of motor vehicle insurance fraud provided by New York State Department of Financial Services (DFS)

MVTIFP RFP Not-for-Profit/Other Funding

SFY 2017-18 MVTIFP Not-For-Profit & NYC Investigative Bureau Funding Recipients	SFY 2016-2017 MVTIFP Award	2017-18 MVTIFP RFP Maximum Funding Request Based on Tier Designation*
New York Anti Car Theft and Fraud Association	\$62,000	\$65,100
New York City Fire Department Bureau of Fire Investigation	\$124,800	\$131,040
New York Police Department Auto Crime Division	\$199,000	\$208,950
New York Police Department Fraudulent Collision Investigative Squad	\$100,000	\$105,000
New York Prosecutors Training Institute, Inc.	\$38,800	\$40,740
*Funding proposals for Not-For-Profit organizations and NYC investigative bureaus may not exceed 105% of their 2016-17 award.		

APPENDIX

2014-2016 Average Number of Reported Incidents of Motor Vehicle Theft

Reported Incidents of Motor Vehicle Insurance Fraud - 2014- 2016

Rank	County	2014 Reported MV Theft Incidents	2015 Reported MV Theft Incidents	2016 Reported MV Theft Incidents	2014-2016 MV Theft Totals	2014-2016 MV Theft Averages
1	Kings	2,655	2,480	2,081	7,216	2,405
2	Queens	2,605	2,270	1,933	6,808	2,269
3	Bronx	1,474	1,593	1,367	4,434	1,478
4	Erie	1,302	1,302	1,180	3,784	1,261
5	Suffolk	1,230	1,219	1,162	3,611	1,204
6	Monroe	974	1067	952	2,993	998
7	New York	770	824	741	2,335	778
8	Nassau	865	683	691	2,239	746
9	Westchester	472	679	605	1,756	585
10	Onondaga	500	439	511	1,450	483
11	Niagara	253	211	319	783	261
12	Richmond	220	219	247	686	229
13	Albany	232	207	211	650	217
14	Orange	189	183	197	569	190
15	Schenectady	168	158	229	555	185
16	Rensselaer	199	152	153	504	168
17	Oneida	172	170	153	495	165
18	Broome	135	110	190	435	145
19	Chautauqua	100	97	105	302	101
20	Rockland	82	95	118	295	98
21	Dutchess	72	110	78	260	87
22	Saratoga	70	58	99	227	76
23	Ulster	44	71	64	179	60
24	Oswego	59	50	69	178	59
25	Jefferson	39	50	49	138	46
26	Wayne	45	47	39	131	44
27	Chemung	44	40	45	129	43
28	Cattaraugus	49	34	45	128	43
29	Genesee	27	37	51	115	38

Rank	County	2014 Reported MV Theft Incidents	2015 Reported MV Theft Incidents	2016 Reported MV Theft Incidents	2014-2016 MV Theft Totals	2014-2016 MV Theft Averages
30	Steuben	42	31	42	115	38
31	Tompkins	36	35	34	105	35
32	Cayuga	33	34	31	98	33
33	Sullivan	40	21	34	95	32
34	St Lawrence	31	29	30	90	30
35	Ontario	29	25	33	87	29
36	Fulton	30	26	21	77	26
37	Montgomery	24	34	18	76	25
38	Madison	16	20	35	71	24
39	Orleans	21	19	29	69	23
40	Herkimer	18	32	18	68	23
41	Putnam	15	27	24	66	22
42	Livingston	17	27	22	66	22
43	Clinton	22	24	19	65	22
44	Allegany	15	15	21	51	17
45	Tioga	13	19	19	51	17
46	Seneca	17	20	12	49	16
47	Franklin	22	14	12	48	16
48	Otsego	14	22	12	48	16
49	Chenango	11	24	10	45	15
50	Columbia	20	14	11	45	15
51	Delaware	18	14	11	43	14
52	Washington	19	12	12	43	14
53	Cortland	22	10	7	39	13
54	Greene	16	9	11	36	12
55	Warren	14	13	9	36	12
56	Schoharie	12	12	12	36	12
57	Essex	14	12	8	34	11
58	Wyoming	10	10	4	24	8
59	Lewis	10	6	4	20	7
60	Yates	7	2	2	11	4
61	Schuyler	4	1	3	8	3
62	Hamilton	2	1	1	4	1

* Reported motor vehicle thefts data sourced from Unified Crime Reporting (UCR) data (July 2017).

APPENDIX

2014-2016 Average Number of Reported Incidents of Motor Vehicle Insurance Fraud

Reported Incidents of Motor Vehicle Insurance Fraud - 2014- 2016

Rank	County	2014 Reported MV Fraud Incidents	2015 Reported MV Fraud Incidents	2016 Reported MV Fraud Incidents	2014-2016 MV Fraud Totals	2014-2016 MV Fraud Averages
1	Kings	4,326	4,337	4,754	13,417	4,472
2	New York	5,268	2,920	1,898	10,086	3,362
3	Queens	2,977	3,196	3,550	9,723	3,241
4	Bronx	2,359	2,367	2,411	7,137	2,379
5	Nassau	1,431	1,248	1,298	3,977	1,326
6	Suffolk	895	807	723	2,425	808
7	Westchester	465	516	560	1,541	514
8	Erie	414	299	351	1,064	355
9	Richmond	292	249	304	845	282
10	Monroe	222	215	237	674	225
11	Onondaga	98	98	159	355	118
12	Orange	114	119	116	349	116
13	Albany	84	107	120	311	104
14	Rockland	85	81	72	238	79
15	Oneida	59	45	67	171	57
16	Dutchess	43	54	51	148	49
17	Niagara	51	42	45	138	46
18	Schenectady	31	42	46	119	40
19	Broome	26	37	41	104	35
20	Ulster	35	22	32	89	30
21	Putnam	21	27	20	68	23
22	Rensselaer	19	15	23	57	19
23	Saratoga	18	13	22	53	18
24	Jefferson	13	13	26	52	17
25	Essex	7	24	19	50	17
26	Sullivan	6	18	24	48	16
27	Cayuga	23	8	14	45	15
28	Chautauqua	12	10	17	39	13
29	Ontario	12	15	12	39	13

Rank	County	2014 Reported MV Fraud Incidents	2015 Reported MV Fraud Incidents	2016 Reported MV Fraud Incidents	2014-2016 MV Fraud Totals	2014-2016 MV Fraud Averages
30	Oswego	11	13	12	36	12
31	Cattaraugus	12	10	13	35	12
32	St Lawrence	5	13	16	34	11
33	Greene	11	6	16	33	11
34	Genesee	7	13	12	32	11
35	Fulton	15	7	8	30	10
36	Cortland	8	12	7	27	9
37	Livingston	5	10	11	26	9
38	Steuben	13	3	9	25	8
39	Chenango	6	10	9	25	8
40	Delaware	7	10	8	25	8
41	Wayne	9	9	6	24	8
42	Chemung	4	12	8	24	8
43	Montgomery	14	4	6	24	8
44	Madison	7	7	10	24	8
45	Lewis	5	10	9	24	8
46	Allegany	11	7	5	23	8
47	Tompkins	12	7	3	22	7
48	Herkimer	2	12	7	21	7
49	Orleans	2	10	8	20	7
50	Clinton	9	5	6	20	7
51	Franklin	7	5	7	19	6
52	Columbia	8	5	5	18	6
53	Seneca	8	2	6	16	5
54	Otsego	5	3	7	15	5
55	Tioga	3	3	7	13	4
56	Washington	5	4	4	13	4
57	Wyoming	4	4	5	13	4
58	Warren	4	2	4	10	3
59	Schoharie	4	2	3	9	3
60	Schuyler	4	3	0	7	2
61	Yates	1	2	3	6	2
62	Hamilton	1	1	1	3	1

Data on reported incidents of motor vehicle insurance fraud provided by New York State Department of Financial Services (DFS)

End of Application