



P. DAVID SOARES  
DISTRICT ATTORNEY

COUNTY OF ALBANY  
OFFICE OF THE DISTRICT ATTORNEY  
COUNTY COURT HOUSE  
ALBANY, NEW YORK 12207  
(518) 487-5460  
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DAVID M. ROSSI  
CHIEF ASSISTANT DISTRICT ATTORNEY

CHERYL K. FOWLER  
DEPUTY CHIEF ASSISTANT DISTRICT  
ATTORNEY

June 8, 2021

Brandon Russell, Majority Counsel  
Albany County Legislature  
112 State Street, Rm. 700  
Albany, N.Y. 12207

Arnis Zilgme, Minority Counsel  
Albany County Legislature  
112 State Street, Rm. 1360  
Albany, N.Y. 12207

Dear Sirs:

I am requesting legislative action to further the mission of the Office of the Albany County District Attorney. The attached resolution seeks permission to:

- Apply and accept funding from DCJS for the Gun Involved Violence Elimination (GIVE) Program;
- Apply and accept funding from DCJS for extending the Aid to Prosecution Program for 2020-2021;
- Apply and accept funding from DCJS for the Aid to Prosecution Program for 2021-2022;
- Apply and accept funding from DCJS for the Crimes Against Revenue Program (CARP); and
- Apply and accept funding from DCJS for the Motor Vehicle Theft and Insurance Fraud Program.

Attached is the request for legislative action and supporting documents. If you have any questions, please feel free to contact me at 275-4706.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "P. David Soares", is written over a horizontal line.

P. David Soares  
Albany County District Attorney

**FOR COUNSEL USE  
ONLY**

Date Received: \_\_\_\_\_  
Received By : \_\_\_\_\_  
Method: Hand: \_\_\_\_\_  
Courier: \_\_\_\_\_  
Mail : \_\_\_\_\_

**REQUEST FOR LEGISLATIVE ACTION**

**DATE:** June 8, 2021  
**DEPARTMENT:** Office of the District Attorney  
Contact Person: Heather Orth  
Telephone: 275-4704  
Dept. Representative Attending  
Committee Meeting: District Attorney David Soares and/or Heather Orth

**PURPOSE OF REQUEST:**

Adopting of Local Law \_\_\_\_\_  
Amendment of prior Legislation \_\_\_\_\_  
Approval/Adoption of Plan/Procedure \_\_\_\_\_  
Bond Approval \_\_\_\_\_  
Budget Amendment (See Below) \_\_\_\_\_  
Contract Authorization (See below) X  
Environmental Impact \_\_\_\_\_  
Home Rule Request \_\_\_\_\_  
Property Conveyance \_\_\_\_\_  
Other: (State briefly if not listed above) X Permission to submit an application for state funds

**CONCERNING BUDGET AMENDMENTS**

**STATE THE FOLLOWING:**

Increase Account/Line No. \_\_\_\_\_  
Source of Funds: \_\_\_\_\_  
Title Change: \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION**

**STATE THE FOLLOWING: N/A**

**TYPE OF CONTRACT**

Change Order/Contract Amendment \_\_\_\_\_  
Purchase (Equipment/Supplies) \_\_\_\_\_  
Lease (Equipment/Supplies) \_\_\_\_\_  
Requirements \_\_\_\_\_  
Professional Services \_\_\_\_\_  
Education/Training \_\_\_\_\_  
Grant \_\_\_\_\_  
New \_\_\_\_\_  
Renewal X  
Settlement of a Claim \_\_\_\_\_  
Release of Liability \_\_\_\_\_  
Other: (State briefly) \_\_\_\_\_

**CONCERNING CONTRACT AUTHORIZATION (Cont'd)**

**STATE THE FOLLOWING :N/A**

Contract Terms/Conditions:

Party (Name/Address):

Division of Criminal Justice Services, Office of Program Development and Funding,  
80 South Swan Street, NY 12207

Amount/Raise Schedule/Fee: \_\_\_\_\_

Term: January 1, 2021 – December 31, 2021

Scope of Services: These funds will support the Motor Vehicle Theft and Insurance Fraud  
Prevention program.

**Contract Funding:**

Anticipated in Current Budget: Yes Yes X No \_\_\_\_\_

Funding Source: State Funds

County Budget Accounts

Revenue: A31165.0.3498

Appropriation: A91165, 22050, 44039, 12010; 89010; 89030; 89060

Bond (Res.No. & Date of Adoption) \_\_\_\_\_

**CONCERNING ALL REQUESTS:**

Mandated Program/Service: Yes \_\_\_\_\_ No X

If Mandated Cite: Authority \_\_\_\_\_

Anticipated in Current Adopted Budget: Yes X No \_\_\_\_\_

If yes indicate Revenue/Appropriation Account: A31165.0.3498  
A91165 22050, 44039, 12010; 89010; 89030; 89060

**Fiscal Impact - Funding: (Dollars or Percentages)**

Federal \_\_\_\_\_

State \$65,050

County \_\_\_\_\_

Term/Length of Funding One Year

Other Reimbursement: \_\_\_\_\_

**Previous Requests for Identical or Similar Action:**

Resolution /Law Number 20-95

Date of Adoption: 3/9/20

**Justification: (State briefly why legislative action is requested)**

This resolution is requested to provide the authority to apply, accept and enter into the contract with the Department of Criminal Justice Services for the Motor Vehicle Theft and Insurance Fraud Prevention Program.

**Back-up Material Submitted:** Grant Award Letter, previous resolution.

Submitted By: Heather Orth

Title: Confidential Assistant to the District Attorney



## Division of Criminal Justice Services

ANDREW M. CUOMO  
Governor

MICHAEL C. GREEN  
Executive Deputy Commissioner

JEFFREY P. BENDER  
Deputy Commissioner

### Grant Award Notice

Grantee/Contractor: Albany County District Attorney	Date: 2/3/2021
Program Name: Motor Vehicle Theft and Insurance Fraud Prevention (MVTIFP)	Award Amount: \$65,050
Agency Head Name and Title: District Attorney David Soares	Term Dates: 1/1/21-12/31/21
Email: dsoares@albanycounty.com	Project ID No.: MV21-1027-R03
	Contract No.: C464316
<b>Additional Information:</b>  The New York Motor Vehicle Theft and Insurance Fraud Prevention Program (MVTIFP) supports a variety of initiatives targeting auto theft and related auto insurance fraud.  This notice is to inform you that DCJS will provide you with third 1-year renewal to your original 2017-2018 MVTIFP contract award. Please see the Contract Instruction Sheet for further details on the processing of your renewal contract.  Please be advised that the award amount listed above is contingent on the availability of appropriations, which may be reduced during the contract period pursuant to language in the FY21 enacted state budget.	
If you have any questions on this award, please contact your DCJS Office of Program Development and Funding (OPDF) Public Safety Grants Representative provided below:  Jason Tillou Public Safety Grants Representative 2 NYS Division of Criminal Justice Services Office of Program Development and Funding (518) 485-2729 or <a href="mailto:Jason.Tillou@dcjs.ny.gov">Jason.Tillou@dcjs.ny.gov</a>  Congratulations on your award. DCJS looks forward to working with you on this important project.  Attachment (1)	



## Division of Criminal Justice Services

### 2020-21 DCJS Office of Program Development and Funding Contract Instruction Sheet

Please note and complete the following information within 30 days of receiving the award letter to further facilitate the development of your contract:

- Ensure all prior year contracts are in compliance with contract conditions (up-to-date progress reports, vouchers, fiscal cost reports and detailed itemization forms).
- Please be advised this is a renewal of your 2017-18 grant contract for the 2020-21 contract term. Grantees should review the budgets in the Grants Management System (GMS) and make any required changes for the new contract term.
- After the budgets have been updated, Grantees must then submit updated MWBE forms to reflect the updated budgets as follows:
- Grantees receiving in excess of \$25,000 must submit:
  - Local Assistance MWBE Subcontractor/Supplier Utilization Proposal Form (DCJS-3301)
  - Local Assistance MWBE NPS Discretionary Budget Determination Worksheet (DCJS-3309)

These forms can be located at:

<http://www.criminaljustice.ny.gov/ofpa/mwbe/mwbe-forms.htm>

- Grantees receiving in excess of \$250,000 must also submit the Local Assistance MWBE Equal Employment Opportunity Staffing Plan (DCJS-3300). This form can be located at:  
<http://www.criminaljustice.ny.gov/ofpa/mwbe/mwbe-forms.htm>

#### NOT-FOR-PROFIT GRANTEES ONLY:

- Vendor Prequalification: Prequalification is required prior to contract approval. To review your documentation status, please go to the Grants Reform website at <https://grantsreform.ny.gov/grantees>.
- Vendor Responsibility: Not-for Profit organizations that are receiving an award of \$100,000 or greater are required to complete an *updated* Vendor Responsibility Questionnaire on-line. The questionnaire and additional information are available on the NYS OSC website at <http://www.osc.state.ny.us/vendrep/index.htm>.
- Charities Registration: Not-for-Profit organizations must ensure that their filing status is up-to-date with the Charities Bureau of the NYS Attorney General's Office. Requirements may be obtained at <http://www.charitiesnys.com/home.jsp>.

- Proof of Workers Compensation **and** Proof of Disability Insurance are required for all Not-for-Profit entities. Both of these insurance documents must list DCJS as the certificate holder. Please attach a copy of these two documents to your contract record in GMS.
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RESOLUTION NO. 95

**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND AN AGREEMENT WITH THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES REGARDING THE MOTOR VEHICLE THEFT AND INSURANCE FRAUD PREVENTION PROGRAM**

Introduced: 3/9/20

By Law Committee:

WHEREAS, The Albany County District Attorney has requested authorization to submit a grant application to and enter into an agreement with the New York State Division of Criminal Justice Services to accept Motor Vehicle Theft and Insurance Fraud Prevention program funding in the amount of \$65,050 for the term commencing January 1, 2020 and ending December 31, 2020, and

WHEREAS, The District Attorney has indicated that the funding will be used to support staff to supervise the prosecution of those who engage in motor vehicle related fraud and auto theft schemes and to reduce the incidence of these crimes, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to and enter into an agreement with the New York State Division of Criminal Justice Services to accept Motor Vehicle Theft and Insurance Fraud Prevention program funding in the amount of \$65,050 for the term commencing January 1, 2020 and ending December 31, 2020, and, be it further

RESOLVED, That the County Attorney is authorized to approve said grant application and agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

*Adopted by unanimous vote - 3/9/20*

State of New York  
County of Albany

This is to certify that I, the undersigned, Clerk of the Albany County Legislature, have compared the foregoing copy of the resolution and/or local law with the original resolution and/or local law now on file in the office, and which was passed by the Legislature of said County on the 9<sup>th</sup> day of March, 2020, a majority of all members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and/or local law and the whole thereof.



IN WITNESS THEREOF, I have hereunto set my hand and the official seal of the County Legislature this 11<sup>th</sup> day of March, 2020.

  
Clerk, Albany County Legislature