



STATE OF NEW YORK  
DIVISION OF CRIMINAL JUSTICE SERVICES  
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September 23, 2013

Ms. Carmen Maldonado  
Audit Director  
Office of the State Comptroller  
Division of State Government Accountability  
123 William Street -21st Floor  
New York, NY 10038

Dear Ms. Maldonado:

Detailed below are the steps taken to implement the recommendations contained in your final audit report 2012-S-2 covering the "Collection and Use of the Motor Vehicle Law Enforcement Fee. For ease of review, we have addressed the recommendations in the same order they appear in your report. The steps taken to implement recommendations or reasons for not implementing recommendations are as follows:

1. Remind grantees of the need to properly document grant expenditures including payroll expenses for those employees who work part-time on grants.

The Division of Criminal Justice Services is developing a webinar designed to provide grantees with training covering the documentation needed to support grant expenditures including payroll expenses for the those employees who work part-time on grants. The webinar will be deployed by December 1, 2013.

2. Train and require office staff to verify source documents when they visit grantees to confirm expenses and verify performance.

The Division recently implemented use of a new checklist for grantee site visits. In addition, the Division is developing a revised training program for grant representatives that includes review of source documents and verification of grantee performance. The revised training program will be in place by January 1, 2014.

3. Provide guidance to grantees regarding the correct reporting of cases that entail other crimes in addition to auto theft.

The Special Conditions section for the Motor Vehicle Theft and Motor Vehicle Insurance Fraud Prevention Program (MVTIF) grants has been modified to more clearly reinforce that only eligible activities outlined in the Statewide Plans of Operation can be supported with motor vehicle funds. In addition, the Division included additional performance measures and reporting requirements for MVTIF contracts commencing January 1, 2013. These additional performance measures and reporting requirements will facilitate grantee reporting of cases that entail other crimes in addition to motor vehicle theft (e.g. criminal mischief, auto stripping) that were not being reported or were reported incorrectly.

Please contact Bob Wright at 457-1417 if you have any questions.

Very truly yours,



Michael C. Green  
Executive Deputy Commissioner

cc: Thomas Abt  
Mary Kavaney  
Mark Bonacquist  
Anne Marie Strano  
Robert Wright