

LOUISIANA DEPARTMENT OF INSURANCE
LOUISIANA AUTOMOBILE THEFT AND
INSURANCE
FRAUD PREVENTION AUTHORITY

Grant Award Guidelines

Bait Vehicle

GRANT AWARD GUIDELINES

The **Louisiana Automobile Theft and Insurance Fraud Prevention Authority**, under its statutory authority to combat motor vehicle insurance fraud, including fraud by theft and other criminal acts, through a statewide cooperative effort of generating funds to enhance or finance fraud prevention efforts, will award a grant to qualifying local law enforcement agencies:

- **Law Enforcement Grants** – awarded to local governing authorities and law enforcement agencies to promote more efficient and effective law enforcement activities related to auto theft, insurance fraud and other criminal activity. Agencies are hereby notified of the availability of grant funds and will be eligible to submit applications for grant funds provided they comply with the terms and conditions of the grant. This application is enclosed and will also be posted on the Louisiana Department of Insurance website: www.ldi.state.la.us under **LATIFPA**.
- Awards will be based on the evaluation of the grant proposal by the **LATIFPA** staff, together with a board-approved steering committee, with final approval given by the **LATIFPA** Board of Directors.

Notification includes:

- Type of grant
- Purpose of grant
- Statement of how the grantee agencies will receive the grant (this grant will be funded by **LATIFPA** through the National Insurance Crime Bureau). Application due date and time
- Website application
- Notice that applications will not be considered for the following:
 - Missed Application deadline
 - Failure to comply with grant application requirements

Grant Applications – All grant applications must satisfy the following conditions:

- Grant applications require the approval of the Board of Directors of the **Louisiana Automobile Theft and Insurance Fraud Prevention Authority**.
- Grant applications must be submitted by the deadline announced by the Authority.

- Grant applications for the bait vehicle will only be accepted from and awarded to local law enforcement agencies.
- Grant applications must include the names, titles, addresses, and telephone numbers of the authorized official, project director, financial officer or agency authorized official.
- Law enforcement agencies who apply for **LATIFPA** grants must report annual crime statistics to the Louisiana Department of Insurance, **Louisiana Automobile Theft and Insurance Fraud Prevention Authority** as set forth by the National Insurance Crime Bureau in its reporting requirements.
- If awarded this grant, the recipient will be required to sign a contract between an authorized representative of the grantee and the National Insurance Crime Bureau. The recipient of this award will be contacted with an award letter from the **Louisiana Automobile Theft and Insurance Fraud Prevention Authority**.
- Recipient of the grant will be required to complete and submit performance reports to the National Insurance Crime Bureau that meet their internal performance measures when requested, as well as the performance standards set forth by the authority.
- Grants that include request for equipment will:
 - Require a statement justifying the need for the equipment and expectations for deployment of the equipment.
 - Require that the grantee lease the equipment from the National Insurance Crime Bureau and as a condition of the grant award accept responsibility for maintaining the equipment.
 - Require that the equipment be procured by the National Insurance Crime Bureau on behalf of the grantee.

The completed grant application will be mailed or delivered to:

**Denise Cassano, Director
Louisiana Automobile Theft and Insurance Fraud Prevention Authority
P.O. Box 94214
Baton Rouge, LA 70804-9214**

Disqualification of Grant Applications

- Applications that do not conform to the purpose of the grant.
- Applications which are not submitted by the due date.
- **LATIFPA** reserves the right to defer any grant request for further consideration or additional information on an applicant's grant proposal.

Review of Grant Applications

- The **Louisiana Automobile Theft and Insurance Fraud Prevention Authority** staff will review grant applications for compliance with guidelines.
- The Executive Director and the Assistant Director will review Grant applications meeting all applicable guidelines. The Executive Director and the Assistant Director together with an appointed steering committee of the **LATIPA**, will make recommendations to the **LATIFPA** Board of Directors for final approval.
- The **Louisiana Automobile Theft and Insurance Fraud Prevention Authority** Board will review only those grant applications in compliance with the applicable documents, forms, and guidelines adopted by the Board.
- The Board may approve awarding a grant, award a grant with modifications, or reject a grant application. All grant award decisions by the Board are final.
- Recommendations shall be based on applicable statutory requirements, rules, guidelines, fiscal constraints, and administrative policies.

Criteria Evaluation Form

- Application Criteria
 - Application received timely.
 - Application is complete.
 - Application is from a local law enforcement agency within the state of Louisiana.
 - Application is prepared in accordance with requirements announced in notification.
 - Application includes name, address, and telephone numbers of the agency's authorized official, person responsible for submitting accountability requirements and person responsible for the day-to-day operations of the project.
 - Agency constitutes a need.
- Agency criteria
 - The agency has not been found ineligible for future grant awards due to the termination for cause by the National Insurance Crime Bureau in conjunction with the **Louisiana Automobile Theft and Insurance Fraud Prevention Authority**.
 - The agency meets all qualifying guidelines.

Revision of Grant Applications

The Board may require revision of a grant application to comply with all the applicable State and federal laws, guidelines, rules, regulations, and applicable administrative and financial requirements for funded projects.

Non-Supplanting Requirements

- Monies expended from **the Louisiana Automobile Theft and Insurance Fraud Prevention Authority** shall not be used to supplant other monies that are available for auto theft prevention, insurance fraud and other criminal activities.

Notification of Grant awards and acceptance

- The **Louisiana Automobile Theft and Insurance Fraud Prevention Authority** will notify a grant applicant of final action on its grant application after approval of the application by the **LATIFPA** Board of Directors.
- Each grantee shall accept or reject a grant award in the form and manner prescribed by the Board within the **specified period**. Failure by the grantee to execute the grant contract within the **specified period** will be construed as rejection of the grant award.

Operation of a Grant

All grants shall be conducted in accordance with all applicable State and federal laws, rules, regulations, or guidelines; and terms, conditions, standards, or stipulations of grants agreements defined by the Board.

Terms of Grants

All grants will be for a term of one year and shall be renewed by the National Insurance Crime Bureau in conjunction with the **Louisiana Automobile Theft and Insurance Fraud Prevention Authority**.

Grant Modifications

A grantee must secure prior written approval from the National Insurance Crime Bureau for any of the following:

- Changes in the project scope, objective, approach, or geographical location of the grant include the following:
- Changes in the number or job descriptions of personnel specified in the grant agreement;
- Changes in the grant period; or
- Other changes for which the grant agreement or uniform grant and contract management standards require prior approval.

Grant Extension

Prior to the end of the grant period, a grantee must submit to the National Insurance Crime Bureau a request for a grant extension unless notified otherwise by the National Insurance Crime Bureau.

Obligation of Grant Funds

Obligations must be related to goods and services provided and used for approved auto theft, insurance fraud and other criminal activity as approved by the National Insurance Crime Bureau in conjunction with the **Louisiana Automobile Theft and Insurance Fraud Prevention Authority**.

Expenditures

The grantee understands and agrees that any expenditure it makes pursuant to this grant will:

- Be appropriate for the project which will be administered by the National Insurance Crime Bureau in conjunction with the **Louisiana Automobile Theft and Insurance Fraud Prevention Authority**.
- Not result in a profit to the grantee.

Termination for Cause

The National Insurance Crime Bureau in conjunction with the **Louisiana Automobile Theft and Insurance Fraud Prevention Authority** may terminate any grant for failure to comply with any of the following:

- Applicable State and federal laws, rules, regulations, policies, or guidelines;
- Terms, conditions, standards, or stipulations of grant agreements including reporting; or
- Terms, conditions, standards, or stipulations of any other grant awarded to the grantee.

Termination of grants for cause by the National Insurance Crime Bureau in conjunction with the **Louisiana Automobile Theft and Insurance Fraud Prevention Authority** shall be based on finding that:

- Deficient condition(s) make it unlikely that the objectives of the grant will be accomplished;
- Deficient condition(s) cannot be corrected within a period of time adjudged acceptable by the National Insurance Crime Bureau in conjunction with the **Louisiana Automobile Theft and Insurance Fraud Prevention Authority**
- A grantee has acted in bad faith

The National Insurance Crime Bureau shall notify grantees of the conditions and findings constituting grounds for termination.

A grantee may be found ineligible for future grant awards, if a grant awarded to the grantee has been terminated for cause by the National Insurance Crime Bureau.

Audit and Review

- The grantee agrees to allow the National Insurance Crime Bureau staff and any of their duly authorized representatives access, for purposes of inspection, audit, examination, to any books, documents, papers, and records of the grantee that are related to the grant project.
- The grantee agrees to submit monthly and/or quarterly progress reports as requested by the National Insurance Crime Bureau. Grantee understands that failure to submit any required reports may result in the termination of the grant.