The U.S. Department of Justice, Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA) is pleased to announce it is seeking applications from states that wish to participate in the National Motor Vehicle Title Information System (NMVTIS). This system is designed to share motor vehicle title information to reduce auto theft and title fraud.

National Motor Vehicle Title Information System (NMVTIS) Participation Program
FY 2010 Competitive Grant Announcement

Eligibility

Applicants are limited to state agencies responsible for the registration and storage of motor vehicle title information within the state. This agency must have the ability to achieve full compliance with the provisions of the Anti-Car Theft Act and its implementing regulations, including providing daily, if not real time, updates of title transactions to NMVTIS; making inquiries or verifications against NMVTIS prior to issuing a new title; and payment of any applicable user fees to operate the system.

Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 5)

All applications are due by 8:00 p.m. eastern time on April 15, 2010. (See "Deadlines: Registration and Application," page 1.)

Contact Information

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1–888–549–9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12 midnight eastern time.

For assistance with any other requirement of this solicitation, contact Alissa Huntoon, BJA Policy Advisor, at 202–305 –1661 or by e-mail Alissa.Huntoon@usdoj.gov.

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to askbja@usdoj.gov.

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National Motor Vehicle Title Information System (NMVTIS) Participation Program
CFDA #16.751

Overview

The Anti Car Theft Act of 1992 focused on deterring trafficking in stolen vehicles by strengthening law enforcement against auto theft (Title I), combating automobile title fraud (Title II), preventing "chop shop"-related thefts (Title III), and inspecting exports for stolen vehicles (Title IV). The National Motor Vehicle Title Information System (NMVTIS) was created under Title II of the Act, as amended, and codified at 49 U.S.C. 30501 *et seq.* In 1996, the Anti Car Theft Act was reauthorized and amended, transferring the responsibility for NMVTIS to the U.S. Department of Justice (DOJ). NMVTIS is designed to allow the states' titling agencies to instantly and reliably verify the information on a paper title with the electronic data from the state that issued the title. In addition, the system provides law enforcement with a tool to assist in reducing auto theft and vehicle title-related crimes. Where implemented, NMVTIS has already produced results, including time and cost savings, reductions in consumer wait time, decreases in motor vehicle thefts, improved recovery rate of stolen vehicles, increased ability to identify cloned vehicles prior to title issuance, and improved investigative abilities. See "NMVTIS Participation Program—Specific Information" below for details on significant changes to this solicitation from prior years.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on April 15, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on April 15, 2010. Please see the "How to Apply" section, page 5, for more details.

Eligibility

Please refer to the cover page of this solicitation for eligibility under this program.

NMVTIS Participation Program—Specific Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

The National Motor Vehicle Title Information System is important for the following reasons:

- Each year, 1.3 million vehicles are stolen in the United States.
- Auto theft alone costs consumers and insurance companies $8 billion per year.
- Per the National Insurance Crime Bureau, vehicle theft is the nation's #1 property crime.
- Vehicle identification number (VIN) information is often key to solving major crimes.
- Odometer readings provide vital information for investigating fraud and title cloning.
- The link between auto theft and other criminal activities has been clearly demonstrated.

- Participation in the system is required by federal law and regulation. See the official NMVTIS web site at www.vehiclehistory.gov.

Since 1997, the Bureau of Justice Assistance (BJA) has provided more than $22 million to both the states and to the American Association of Motor Vehicle Administrators (AAMVA), the NMVTIS system operator, in support of NMVTIS implementation; in FY 2010, BJA intends to continue this support to achieve full participation by states. In addition, BJA will make technical assistance available to states that implement connectivity to NMVTIS based on the National Information Exchange Model (NIEM), a data sharing solution in widespread use across justice and pubic safety agencies (see www.niem.gov). For details on NMVTIS and its partner organization efforts visit www.nmvtis.gov.

As of January 1, 2010, all states are required to be in full compliance with NMVTIS and its implementing regulations (28 CFR part 25). This solicitation is intended to support state motor vehicle titling and registration agencies attain full compliance with those laws.

Effective January 1, 2010, states are required by federal law to do the following:

- **Perform Title Verifications.** All states are required to perform an instant title verification before issuing a certificate of title for an automobile that an individual or entity claims to have purchased from an individual or entity in another state or in cases of title transfers.. For states that are "central issue states," "instant" means at any point before a permanent title is issued. States have at least two options for performing title verifications:

  1) States with fully online or integrated access to NMVTIS may make inquiries as a part of their title transactions. When a VIN is entered into a state's resident system, it automatically searches NMVTIS at the same time it performs other processes.

  2) States without online or integrated access may make verifications through NMVTIS standalone access, a web-based secure portal designed to allow states to make verifications using the Internet. AAMVA has developed standalone access to enable states to verify a single VIN or to verify multiple VINs. States wishing to verify multiple VINs will be able to make verifications on multiple titles simultaneously using a batch verification process.

- **Report Data.** All states are required to make specific titling information for all registered or titled automobiles available to other states via NMVTIS. This information includes:

    a) VIN;
    b) Any description of the automobile included on the certificate of title (including any and all brands associated with such vehicle);
    c) The name of the individual or entity to whom the certificate was issued;
    d) Information from junk or salvage yard operators or insurance carriers regarding the acquisition of junk automobiles or salvage automobiles, if this information is being collected by the state; and
    e) For an automobile known to be titled in a particular state, the odometer mileage disclosure required under 49 U.S.C. 32705 for that automobile on the date the certificate of title for that automobile was issued and any later mileage information, if noted by the state.

    States have two options for reporting data to NMVTIS:

1) States with fully integrated or online access to NMVTIS may have their title transaction updates sent to NMVTIS in real-time, as they occur. Additionally, these states receive real-time updates through NMVTIS when a vehicle from their state is re-titled in another participating state.

2) States without integrated access to NMVTIS may provide data to NMVTIS in batch mode. Batch mode is a process that allows a state to upload its data to NMVTIS on a daily basis through secure FTP.

Remit User Fees. For 2010, as NMVTIS continues to be developed, DOJ has provided funding to AAMVA to operate and further implement the system. Because of this DOJ funding, states are exempt from user fees in 2010.

Requirements and Deliverables

This solicitation seeks to provide support for all states in establishing daily or real-time updates to NMVTIS and inquiries into a web-based NMVTIS application for verification purposes.

Application requirements regarding provision of data to NMVTIS:

- Develop and implement a data-extraction method to provide state title information to NMVTIS in a daily or more frequent batch format according to NMVTIS specifications.

Application requirements regarding NMVTIS inquiries:

- Develop a plan for implementing a modified business process (policies, procedures, Internet access, etc.) whereby the state checks each title to be issued against NMVTIS through standalone, web-based access or through integrated access with the state's resident system.

In order to facilitate compatibility with other state systems and justice information sharing activities, DOJ strongly encourages the state to use NIEM in any system interface modification, and to work with AAMVA to ensure ease of connectivity.

Connections to NMVTIS, business processes implemented, and compliance with the Anti-Car Theft Act as amended and its implementing regulations must be established during the grant period and retained after the grant period ends. See AAMVA's web site for more information on current extraction methods.

Priority consideration will be given to applications from states that are entirely non-compliant with NMVTIS and its implementing regulations (i.e., Illinois, Kansas, Mississippi, and Oregon), followed by consideration given to those states satisfying some, but not all of the requirements of NMVTIS and its implementing regulations.

States may use funds for any purpose furthering the goals established in this solicitation, including establishing secure Internet connectivity for NMVTIS inquiry purposes, implementing daily or real-time batch upload processes, training staff in inquiry processes and procedures, improving data quality, hardware, software, technical support, staff overtime, etc.

Funding for NMVTIS
BJA strongly recommends state motor vehicle administering agencies seek to leverage implementation costs with other state or federal funding that may be available, such as the Byrne Justice Assistance Grant (JAG) Program (www.ojp.usdoj.gov/BJA/grant/jag.html) and interoperability funding through DOJ's Office of Community Oriented Policing Services (COPS Office) (www.cops.usdoj.gov/Default.asp?Item=240).

Amount and Length of Awards
Applicants may apply for up to $100,000 for a 12-month period.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What An Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Assist states in preventing duplicate title registration as it pertains to auto theft and title fraud.	Percentage of titles uploaded into NMVTIS by the state.	Total number of new or transferred titles uploaded to NMVTIS by the state during the reporting period. Number of new or transferred titles issued within the state during the reporting period.
	Percent increase in the number of fraudulently duplicated motor vehicle titles discovered using NMVTIS.	Number of fraudulently duplicated motor vehicle titles discovered using NMVTIS during the reporting period.
Increase the knowledge of practitioners through in-person training	Percentage of trainees who successfully completed the program.	Number and type of trainings provided to staff Number of staff who attended each training. Number of staff who completed the training.
	Percentage of trainees who rated the training as satisfactory or better.	Number of evaluations completed. Number of trainees who rated the training as satisfactory or better.

How To Apply

Applications will be submitted through OJP's Grants Management System (GMS). GMS is a web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1–888–549–9901 (option 3), Monday–Friday from 6:00 a.m. to 12:00 midnight eastern time. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS**.** The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1–866–705–5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire a GMS Username and Password**. If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the GMS home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.

4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select the Bureau of Justice Assistance and the National Motor Vehicle Title Information System (NMVTIS) Participation Program.

5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and

Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.

6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen GMS Technical Issues
If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJA staff (see cover page) **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

Standard Form 424
Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative (Attachment 1)
Applicants must submit a Program Narrative that describes the proposed activities for the grant period and responds to the Selection Criteria (1–3, 5) below. The narrative should be double-

spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 10 pages. Please number pages "1 of 10," "2 of 10," etc.

Budget and Budget Narrative (Attachment 2)
Applicants must provide a budget that is complete and allowable in response to Selection Criteria 4. Applicants must submit a budget worksheet and budget narrative in one file. A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Timeline and Other Supporting Materials (Attachment 3)
Applicants must attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization; and *may* attach other materials such as organizational capability documents, samples, or resumes of key staff/trainers.

Selection Criteria

1. **Statement of the Problem (15 percent of 100)**
    Describe the problems NMVTIS funding will address in your state, especially any precipitous increase in title fraud, cloning, theft, or other related crimes. Also address any challenges foreseen with NMVTIS implementation.

2. **Program Design and Implementation (25 percent of 100)**
    Detail your approach to providing data and conducting title verifications to achieve full compliance within the 12-month grant period. Address the requirements under the Requirements and Deliverables section (page 3). NMVTIS implementation guidelines, developed by AAMVA, can be found at www.aamva.org/TechServices/AppServ/NMVTIS/.

3. **Capabilities/Competencies (20 percent of 100)**
    Describe your organization's capacity to accomplish the policy and technology goals of this project from planning and development to implementation and testing. Provide a summary of staff experience for staff working on the project.

4. **Budget (20 percent of 100)**
    Provide a proposed budget that is complete, allowable, and cost effective (Attachment 2).

5. **Impact/Outcomes, Evaluation, Sustainment, and Plan for Collecting Data for Performance Measures (20 percent of 100)**
    Explain what will be achieved in the 12-month project period and outline a strategy for continuing the project when the federal grant ends. Describe how data will be collected to support the program (see Performance Measures), who is responsible for reporting performance measures, and how data will be assessed to measure the impact of proposed efforts.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic

minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The Bureau of Justice Assistance may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance

- Faith-Based and Other Community Organizations

- Confidentiality and Human Subjects Protection (if applicable)

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA) (if applicable)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Nonsupplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with [Office of Justice Programs Financial Guide](#)

- Suspension or Termination of Funding

- Nonprofit Organizations

- For-Profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006

- Awards in excess of $5,000,000 – federal taxes certification requirement

Application Checklist
FY 2010 National Motor Vehicle Title Information System (NMVTIS)
Participation Program

The application checklist has been created to aid you in developing your application.

Eligibility Requirement:
_____ Applicant is a state agency responsible for the registration and storage of vehicle title (and registration) information within the state.

Application Components:
_____ Program Narrative that includes the following:
     _____ Statement of the Problem/Program
     _____ Project Design and Implementation
     _____ Capabilities/Competencies
     _____ Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
_____ Budget Narrative and Budget Detail Worksheet
_____ Project Timeline

Program Narrative Format:
_____ Double-spaced
_____ 12-point standard font
_____ 1" standard margins
_____ Narrative is 10 pages or less

Required Forms, Certifications, and Other Components:
_____ Standard 424 Form
_____ DUNS Number
_____ Central Contractor Registration (CCR)