



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) 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 2009 Competitive Grant Announcement

### Eligibility

Applicants are limited to state agencies with responsibility for the registration and storage of vehicle title and registration information within the state.  
(See "Eligibility," page 1)

### Deadline

Registration with [Grants.gov](#) is required prior to application submission.  
All applications are due by 8:00 p.m. e.t. on February 12, 2009.  
(See "Deadline: Applications," page 1)

### Contact Information

For assistance with the requirements of this solicitation, contact: David P. Lewis, Senior Policy Advisor, at 202-616-7829, toll-free at 1-866-859-2687, or [david.p.lewis@usdoj.gov](mailto:david.p.lewis@usdoj.gov).

This application must be submitted through [Grants.gov](#). For technical assistance with submitting the application, call the [Grants.gov Customer Support Hotline](#) at 1-800-518-4726 or send an e-mail to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov Support Hotline](#) hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

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# National Motor Vehicle Title Information System (NMVTIS) Participation Program CFDA #16.580

## Overview of the National Motor Vehicle Title Information System (NMVTIS) Participation Program

The National Motor Vehicle Title Information System (NMVTIS) (49 U.S.C. 30502) was created under the [Anti Car Theft Act of 1992](#) to deter 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). In 1996, the Anti Car Theft Act was revised, and the responsibility for this system was transferred to the U.S. Department of Justice (DOJ). NMVTIS was designed to allow the titling agency to instantly and reliably verify the information on the 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 "Program-Specific Information" below for details on significant changes to this solicitation from prior years.

### Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take up to several weeks for first-time registrants to receive confirmations/user passwords. The Office of Justice Programs (OJP) highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) obtain a Data Universal Numbering System (DUNS) number; (2) register your organization with the Central Contractor Registration (CCR) database; (3) register with Grants.gov's Credential Provider and obtain a username and password; (4) register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) the E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR must be renewed once a year. Failure to renew the CCR registration may prohibit submission of a grant application through Grants.gov.**

### Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on February 12, 2009.

Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

**Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

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 Grants.gov 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.

## Eligibility

Applicants are limited to state agencies responsible for the registration and storage of vehicle title (and registration) information within the state. This agency must have the ability to accomplish full compliance with the provisions of the Anti-Car Theft Act and any regulations that may be published, including providing daily, if not real time, updates of title transactions to NMVTIS, making inquiries against NMVTIS prior to issuing a new title, and payment of any applicable user fees charged by the operator of the system.

## 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.
- Some 570,000 vehicles were affected by 2005 hurricanes and are perfect targets for vehicle title fraud ("brand washing"), which creates safety hazards.
- "Vehicle identification number (VIN) cloning" is a growing trend.
- VIN information is 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 NMVTIS Notice of Proposed Rulemaking at <http://edocket.access.gpo.gov/2008/pdf/E8-22070.pdf>.

Since 1997, the Bureau of Justice Assistance (BJA) has provided more than \$15 million in support of NMVTIS implementation; in FY 2009, BJA intends to continue this support to achieve full participation by states. In addition, BJA will make technical assistance available to implementing states on developing Extensible Markup Language (XML) extraction protocols and related tasks based on the National Information Exchange Model (NIEM) (see [www.niem.gov](http://www.niem.gov)). For details on NMVTIS and its partner organization efforts visit [www.ojp.usdoj.gov/BJA/grant/nmvtis.html](http://www.ojp.usdoj.gov/BJA/grant/nmvtis.html).

This solicitation is intended to support full compliance with the Anti-Car Theft Act and DOJ regulations. Based on both the proposed regulations expected to be final in January 2009, and pursuant to a ruling by the federal District Court in the Northern District of California in *Public Citizen v. Mukasey*, full participation by all states and other entities is required by March 31, 2009. While other organizations are required to report to NMVTIS just as states are required, states must also change their titling business processes to make inquiries into NMVTIS before issuing a new title and pay user fees as prescribed by the operator.

### **Requirements and Deliverables**

This solicitation seeks to provide support for all states in establishing daily or real-time updates to NMVTIS, inquiries into a web-based NMVTIS application, and paying any fees as required by the operator. States can now avoid modifying their title information systems for inquiry purposes and are strongly encouraged to utilize the stand-alone method of inquiry (web interface) developed by BJA and currently being finalized by the operator for implementation. Developed to minimize cost and burden on states, access to the new stand-alone method is expected to consist of a password-protected Internet-based access point that state titling staff can use during a title transaction. Available data is expected to include key title information a titling agency would need in order to detect fraud or theft before issuing a new title. Stand-alone access may also include the ability to query and respond with additional title information residing in the state of record, although that specific functional capability has not yet been finalized. Once a title transaction is made, the NMVTIS central file would be updated via the daily or real-time batch upload process.

Application requirements regarding batch data transmission:

- Develop and implement a data-extraction method to provide state title information to NMVTIS in a daily or more frequent batch format, using a NIEM/XML-based extraction method, if feasible.
- Begin providing daily batch uploads (at least each 24 hours) by or before the end of the 12-month grant period.
- States may also use funds to develop a plan for establishing fully integrated (online) implementation where data sharing (updates) and title checks can take place in real time.

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' stand-alone, web-based access.
- Any system modifications the state chooses to make must utilize NIEM/XML.

While priority consideration will be given to applications seeking to establish an initial connection/extraction method using NIEM/XML, other extraction methods will be considered based on justification provided. Connections must be established during the grant period and retained after the grant period ends. See the American Association of Motor Vehicle Administrators' (AAMVA's) [web site](#) for more information on current extraction methods.

Priority consideration will be given to applications presenting a plan for using stand-alone access and batch upload processes to achieve full compliance during the 12-month period. Full compliance also includes paying any user fees that the operator prescribes.

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, 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](http://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](http://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), Pub. L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. 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.	<p>Percentage of titles uploaded into NMVTIS by the state.</p> <p>Percent increase in the number of fraudulently duplicated motor vehicle titles discovered using NMVTIS.</p>	<p>Total number of new or transferred titles uploaded to NMVTIS by the state during the reporting period.</p> <p>Number of new or transferred titles issued within the state during the reporting period.</p> <p>Number of fraudulently duplicated motor vehicle titles discovered using NMVTIS during the reporting period.</p>

### How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.gov Instructions:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1–800–518–4726, Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

**Note: OJP’s Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** GMS downloads applications from Grants.gov and

is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), WordPerfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt) and may include Excel files (\*.xls). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (\*.doc)” format. In addition, 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.”

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.580, titled “Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program,” and the funding opportunity number is BJA-2009-1957.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at [www.dnb.com/us/](http://www.dnb.com/us/). Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required:** In addition to the DUNS number requirement, 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 at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## What an Application Must Include

### Standard Form 424

#### 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 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 5,” “2 of 5,” etc.

#### Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP’s web site at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf).

### **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 using stand-alone access, batch uploading, and fee provision to achieve full compliance within the 12-month grant period. States pursuing fully integrated (online) access must also describe their approach and how they will achieve compliance within the grant period. NMVTIS implementation guidelines, developed by AAMVA, can be found at [www.aamva.org/TechServices/AppServ/NMVTIS/](http://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). Applicants must budget for user fees prescribed by the operator during the 12-month grant period.

### **5. Impact/Outcomes, Evaluation, Sustainment, and Performance Measure Data Collection Plan (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 performance measures, and how it will be assessed to measure the impact of proposed efforts.

## **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance (BJA) reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. BJA may use either internal peer reviewers, external peer reviewers, or a combination of both 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 an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper

format, and responsiveness to the scope of the solicitation) 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 may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of all 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. OCFO also reviews the award document and verifies the OJP Vendor Number.

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, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Successful applicants selected for award must agree to comply with all additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs *Financial Guide*
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations

- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006