Notice of Funding Opportunity
Summary Information

Federal Agency Name:	U.S. Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) Grants Management Office (GMO); MC-BG 1200 New Jersey Avenue, SE West Building Washington, DC 20590
Funding Opportunity Title:	High Priority Program – Commercial Motor Vehicle (HP-CMV)
Announcement Type:	Initial
Funding Opportunity Number:	FM-MHP-23-001
Assistance Listing:	20.237
Key Dates:	Application Due Date – April 3, 2023, 5:00pm EST
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SECTION A - PROGRAM DESCRIPTION

I. Overview and Authorizing Statutes and Regulations

The U.S. Department of Transportation's (DOT) Federal Motor Carrier Safety Administration (FMCSA) announces the Fiscal Year (FY) 2023 High Priority-Commercial Motor Vehicle (HP-CMV) program Notice of Funding Opportunity (NOFO), Funding Opportunity Number FM-MHP-23-001, to solicit applications from eligible entities to support HP-CMV program activities.

The HP-CMV grant program is governed by 49 U.S.C. §§ 31102(l), as modified by Sections 23001(b) and 23003 through 23004 of Public Law Number 117-58 (2021), and 49 CFR Part 350. The HP grant program is governed by 49 U.S.C. §§ 31102(l), as modified by Sections 23001(b) and 23003 through 23004 of Public Law Number 117-58 (2021), and 49 CFR Part 350. The FMCSA anticipates awarding approximately $43,300,000 during FY 2023 under the HP-CMV Grant Program. Final funding amounts are subject to the availability of funding appropriated by Congress.

II. HP-CMV Goals and Objectives

As the lead government agency responsible for the regulation and safety oversight of commercial motor vehicles (CMVs), FMCSA may award HP-CMV funds to support innovative and impactful projects that advance its mission to reduce crashes, injuries, and fatalities involving large trucks and buses. Funding is available for the support of safety and compliance projects that improve safety and compliance with FMCSA's regulations at the State, local government, and national levels. Other objectives include increasing public awareness/education, development of new technologies, and reducing the number and rate of CMV crashes.

The objective of the HP-CMV program is to support, enrich, and evaluate CMV safety programs and to target unsafe driving of CMVs and non–CMVs in areas identified as high-risk crash corridors, promote the safe and secure movement of hazardous materials, improve safety of transportation of goods and passengers in foreign commerce, demonstrate new technologies to improve CMV safety, support participation in the Performance Registration Information Systems Management (PRISM) program, support safety data improvement projects, increase public awareness and education on CMV safety, and otherwise improve CMV safety (see 49 CFR Part 350.403).

The HP-CMV financial assistance awards are in alignment with the following DOT strategic goals and the National Roadway Safety Strategy (NRSS):

A. **Safety** Make our transportation system safer for all people. Advance a future without transportation-related serious injuries and fatalities.

B. **Economic Strength and Global Competitiveness** Grow an inclusive and sustainable economy. Invest in our transportation system to provide American workers and businesses reliable and efficient access to resources, markets, and good-paying jobs.

C. **Equity** Reduce inequities across our transportation systems and the communities they affect. Support and engage people and communities to promote safe, affordable, accessible, and multimodal access to opportunities and services while reducing transportation-related disparities, adverse community impacts, and health effects.

D. **Climate and Sustainability** Tackle the climate crisis by ensuring that transportation plays a central role in the solution. Substantially reduce greenhouse gas emissions and transportation-related pollution and build more resilient and sustainable transportation systems to benefit and protect communities.

E. **Transformation** Design for the future. Invest in purpose-driven research and innovation to meet the challenge of the present and modernize a transportation system of the future that serves everyone today and in the decades to come.

F. **Organizational Excellence** Strengthen our world-class organization. Advance the Department's mission by establishing policies, processes, and an inclusive and innovative culture to effectively serve communities and responsibly steward the public's resources.

The NRSS is a comprehensive plan to work with stakeholders across the country to significantly reduce injuries and deaths on America's roadways using a safe system approach. This approach lowers risks by building in multiple layers of protection: safer roads, safer people, safer vehicles, safer speeds, and better post-crash care. The NRSS may be found at: https://www.transportation.gov/NRSS.

All applicants, where appropriate, should demonstrate how proposed projects address the objectives of climate change/sustainability outlined in Executive Order 14008 and support/advance equity in transportation, particularly in underserved communities, as outlined in Executive Order 13985.

This NOFO provides important information about the HP-CMV national priorities, highlighting the critical required information related to preparing and submitting an application.

III. HP-CMV Award Performance Goals and Indicators

Applicants should include expected performance goals related to the national priorities as described under subsection D. See Subsection D.2 for additional information on applicant instructions.

The FMCSA will measure the success of a HP-CMV post-award's performance goals by examining data available in the PRISM system, the State Safety Data Quality (SSDQ) ratings map posted on FMCSA's Analysis & Information website:

https://ai.fmcsa.dot.gov/DataQuality/Default.aspx

In addition, any crash data, and/or safety statistics reported by the applicant will be considered. Additional data and other safety statistics may also be found on FMCSA's Analysis & Information website:

https://ai.fmcsa.dot.gov/CrashStatistics/

The FMCSA will also measure whether an HP-CMV application meets the performance goals outlined in the application by assessing performance indicators specified in the application. Applicants should specify performance indicators related to the project goals (which will vary depending on which of the national priorities discussed below in subsection 4 the project seeks to address).

In general, performance indicators of successful HP-CMV awarded projects may include, but are not limited to:

A. **CMV Crash Reduction** Activities implemented under the award address reductions in fatal and non-fatal crashes involving CMVs, especially in areas identified as high-risk crash locations.

B. **CMV Safety Improvement** Activities conducted under the HP-CMV award improve overall CMV and non-CMV safety.

Applicants are encouraged to propose innovative approaches (e.g., a novel technique, program design, use of technology assets), collaborate in the achievement of their goals, and share results with other stakeholders. Finally, performance indicators may vary based on the national priority outlined in subsection 4.

IV. National Priority Descriptions

This section discusses national priorities for this grant program but does not limit eligible projects inasmuch as those limitations are laid out in 49 CFR Part 350.403. Applicants are encouraged to describe how their proposed project addresses one or several of these priorities.

A. Enforcement and Compliance with Safety Regulations

1. General

Under this NOFO, FMCSA seeks to fund projects that maximize impact on national safety priorities and serve to increase implementation and public awareness of critical safety initiatives. In describing their proposed projects, applicants should follow the NOFO Narrative Requirements in section D (2)(ii) below.

The following activities and programmatic areas will be prioritized:

a. **Traffic Enforcement (TE) in high-crash areas.** Efforts under this priority should focus on unsafe driving by CMV drivers, as well as drivers of non-CMVs operating unsafely in the immediate vicinity of CMVs. Applicants for this activity should consider and specify **outputs pertaining to CMV TE with an inspection, CMV TE without an inspection, and non-CMV TE.**

The applicant should identify the forms of traffic enforcement they will be implementing (CMV-TE with inspection, CMV-TE without inspection, etc.), as well as describe the efforts they will take to address driver behaviors relating to:

i. Excessive speed

ii. Work zone safety

iii. Impaired driving

iv. Distracted driving – cell phone usage and texting

v. Occupant/driver restraint

vi. Driver fatigue

vii. Prohibited operation – Drug and Alcohol Clearing House (DACH) and Federal out of service orders (OOS) violations

viii. Other areas, including days and times, as identified by the State

Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2)(ii). The monitoring plan must sufficiently capture and report the number of contacts and citations issued relevant to the type of traffic enforcement activities proposed within the project (CMV TE, non-CMV TE impacting CMV safety, etc.) over the course of the project life cycle.

Special Emphasis Area – CMV safety in Work Zones. Narrow lanes, shifting traffic patterns, sudden stops, and other factors in these zones pose special challenges to large trucks and buses. The FMCSA encourages applicants to propose projects which place a special emphasis on reducing work zone crashes involving CMVs.

Proposals must clearly identify the locations of such activities, or how targeted areas will be identified. Activities must incorporate enforcement efforts within work zones and the congested areas immediately before and after these areas. Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2)(ii).

b. CMV safety on Rural Roads. Consistent with the Department's Rural Opportunities to Use Transportation for Economic Success (ROUTES) initiative, FMCSA encourages applicants to propose safety activities in their application which address the unique challenges facing rural transportation networks. Visit https://www.transportation.gov/rural for more information. Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2)(ii).

c. Passenger safety initiatives. Passenger carrier CMV safety and compliance continue to be a primary FMCSA focus area. Transportation of passengers inherently poses an increased risk of multiple injuries or fatalities when a crash occurs. Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2)(ii).

Special Emphasis Area – Immobilization of Unsafe Passenger Carrying CMVs. Pursuant to Public Law Number 117-58 (2021), Bipartisan Infrastructure Law (BIL), applicants may use High Priority funds for the immobilization and/or impoundment of passenger-carrying CMVs that are determined to be unsafe and/or fail inspection. States seeking HP-CMV funds for this purpose must have the authority to impound or immobilize passenger-carrying commercial motor vehicles within their jurisdiction. For the purposes of this priority this refers to a State's authority to prohibit a motor carrier or driver from operating a passenger-carrying CMV until the condition, issue, and/or defect causing the vehicle to be unsafe or fail an inspection is corrected. Use of funds for this activity includes but is not limited to:

i. Safety inspections targeting passenger-carrying CMVs;

ii. The immobilization and/or impoundment of passenger-carrying CMVs with an FMCSA out-of-service order and/or visible safety defect(s); and

iii. Other activities relating to the immobilization and/or inspection of passenger-carrying commercial vehicles.

Current safety requirements relating to CMVs (including passenger-carrying CMVs) may be found in 49 CFR Parts 390-397 and are incorporated into the North American Standard Inspection process. In addition, current criteria for the identification and enforcement of Federal out-of-service orders may be found via the PRISM program. Information on PRISM may be found in this NOFO in Section A, sub-section VI, and on the PRISM program webpage.

Special Emphasis Area – Migrant Worker Transportation in Rural Areas. Where data indicates a need, FMCSA requests that applicants place particular emphasis on developing and implementing a targeted enforcement plan that incorporates recurring roadside enforcement during peak harvest seasons in high-density agricultural regions to improve the safe transportation of seasonal and migrant agricultural workers. Refer to 49 CFR Part 398 for applicable definitions and regulatory requirements pertaining to these operations.

d. Human Trafficking. Human trafficking continues to be a significant public safety issue across the United States. The DOT has for several years actively campaigned to increase awareness of human trafficking and encourage its grant recipients to use funding to address this issue.

The FMCSA encourages applicants to specifically include enforcement activity objectives related to the recognition, prevention, and reporting of human trafficking, including the trafficking of human beings. Objectives must be as specific as possible and must align with the criteria outlined in 49 CFR Part 350.207 (a)(20)(iii) relating to the inclusion of an appropriate CMV inspection. Please note, training related to human trafficking detection and enforcement must be pro-rated proportionally based on the proposed grant activities pertaining to CMV enforcement.

Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2)(ii). For more information on DOT's efforts relating to human trafficking, please visit: https://www.transportation.gov/stophumantrafficking.

e. Drug and Alcohol Clearinghouse (DACH) violations. The FMCSA's Commercial Driver's License DACH final rule established a national repository under 49 CFR Part 382 for drug and alcohol program violations committed by CMV drivers. Drivers who have committed violations of the alcohol or drugs regulations are prohibited from performing safety-sensitive functions, including driving a CMV, until they complete requisite return-to-duty requirements. Such drivers are designated with a prohibited status within the DACH. The FMCSA statistics indicate that a significant number of drivers with violations (DACH prohibited status) are not being identified during CMV compliance activities. More information on the DACH may be found at https://clearinghouse.fmcsa.dot.gov/.

Applicants are invited to outline projects under this priority to improve the detection of and enforcement against drivers operating in a prohibited status in DACH. Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2)(ii).

f. **Drug Interdiction Assistance Program (DIAP) Training.** Law enforcement detection and interdiction of criminal activity involving CMVs, as outlined in 49 CFR Part 350.207(a)(20)(iii), is a critical component of comprehensive public safety programs which improve overall CMV safety. Applicants who intend to perform CMV counter-crime activities as a part of their normal agency operations should ensure that their staff are properly trained to execute these duties in a consistent and equitable manner through the completion of DIAP training. This training imparts requisite tactics and criminal interdiction techniques involving everyday CMV traffic in transit. DIAP training courses offered through FMCSA's National Training Center (NTC) are tuition free; applicants need only apply for related personnel and travel costs necessary to attend.

   Applicants interested in this opportunity can find additional training information for planning purposes at DIAP 24 Hour | FMCSA National Training Center (dot.gov). Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2)(ii).

g. **Increased State Investigations.** Investigations (Compliance Reviews) provide a critical in-depth review of motor carrier and commercial driver compliance with Federal Motor Carrier Safety Regulations (FMCSRs) and Hazardous Material Regulations (HMRs). Recognizing the impact robust investigation programs have on safety, FMCSA strongly urges applicants to consider the use of HP-CMV grant funds to measurably increase the number of investigations (compliance reviews) they perform, consistent with FMCSA's Compliance, Safety, Accountability (CSA) model. Applicants are further encouraged to employ a risk-based approach in identifying and prioritizing carriers with the greatest safety threat for investigation.

   More information on CSA may be found at https://csa.fmcsa.dot.gov/About.

   The FMCSA also recognizes that intrastate motor carrier compliance with the FMCSRs and HMRs has a significant impact on highway safety. The development and deployment of compatible intrastate review programs consistent with FMCSA's CSA investigation model are eligible under this priority.

The application must include the numbers of on-site and off-site investigations that will be proposed and are encouraged to provide estimates of fuel savings and other efficiencies gained from off-site activity.

Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2)(ii).

B. Technologies to Improve CMV Safety Through Enforcement

Funds are available under this HP-CMV NOFO for the demonstration, acquisition, and implementation of technologies to improve CMV safety enforcement. Applications must be supported by relevant data and metrics which justify the need for the requested technology and its connection to CMV safety enforcement. Coordination with the Centers for Transportation Research and Education (CTREs) is encouraged, as are partnerships with other research institutions, which may assist in the identification, development, and deployment of technologies to improve safety efforts.

Potential activities under this priority include, but are not limited to:

1. Proposals that utilize technologies designed to promote safe driving behaviors (CMV and non-CMV in/around CMVs).
2. The purchase of License Plate/USDOT number readers to augment enforcement efforts.
3. Demonstrate and/or enhancement of crash analysis tools capable of identifying high-risk corridors and traffic areas for the purposes of enforcement planning and deploying other CMV-related crash countermeasures.
4. The use of National Highway Traffic Safety Administration (NHTSA) Certified Drug Recognition Experts (DRE) at CMV weigh stations during high crash corridor safety initiatives.

Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2)(ii).

Please note that, while applicants may submit proposals regarding the use of existing technologies under HP-CMV, applicants seeking grant funds for the development and deployment of new and innovative technology solutions to support commercial motor vehicle information systems (CMVIS) and networks must submit those projects under the HP-Innovative Technology Deployment (ITD) announcement.

C. Lead MCSAP State Agencies' Compatibility

Applications for projects seeking to achieve or maintain compatibility with the FMCSRs in order to demonstrate the continued MCSAP eligibility of a State as prescribed by 49 CFR Part 350 are eligible under this NOFO. Proposals which support a State's correction and mitigation of MCSAP programmatic review findings and to avert future findings and/or potential disqualification of MCSAP funding are eligible.

States should ensure that applications submitted under this priority propose activities incorporating FMCSA-approved finding resolution strategies developed in partnership with, and approved by, the State's MCSAP lead agency.

Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2)(ii).

D. Public Awareness and Education

Public Awareness and Education projects provide information on a variety of traffic safety issues to educate motor carrier companies, CMV drivers and the general public on the risks involving CMVs and non-CMVs operating around large trucks and buses. Proposed focus areas may include but are not limited to: human trafficking detection and prevention, passenger transportation safety, hazardous materials transportation safety, work zone safety, and share-the-road-safely initiatives.

The FMCSA requests that applicants consider ways to ensure that proposed efforts promote increased equity in transportation and improve the benefit of proposed efforts to underserved stakeholders. Proposals seeking to deploy education and awareness activities in conjunction with CMV enforcement activities are strongly encouraged.

In addition to the project narrative requirements provided in Section D(2)(ii), proposals for Public Education and Awareness activities should provide a baseline analysis of the proposed target audience and identify specific methods that will be used to carry out outreach efforts and engage with target groups. The level of effort to facilitate delivery of proposed activities (e.g., number of personnel, events) must be clearly described, and sufficient performance outcome reporting metrics must be established (e.g., attendance, marketing touches) to ensure realization of outreach goals.

E. Skill Performance Evaluation

Funds are available for States to attend FMCSA-approved training on the Skill Performance Evaluation (SPE) program. This alternative physical qualification activity, as outlined in 49 CFR Part 391.49, allows drivers with missing or impaired limbs to operate CMVs in commerce when such drivers demonstrate the ability to operate commercial vehicles safely through an on- and off-road performance evaluation. The SPE course provides instruction for SPE Certification Specialists on how to prepare, administer, and score these evaluations under FMCSA's Driver Waiver Program. Availability of training should be coordinated through FMCSA's NTC.

Travel costs associated with attending the 24-hour NTC-approved SPE course are eligible. These costs, which may include travel, airfare, mileage, lodging, etc., should be clearly outlined within the application narrative and budget.

The NTC SPE Course is designed for personnel who are already certified and experienced in delivering skills testing associated with non-CDL and/or CDL driver applicants. As such, proposals under this priority should affirm the use of personnel who meet these criteria. Eligible applicants for this priority include State Driver Licensing Agencies (SDLAs) responsible for conducting driver skills testing. Other State agencies who plan to sub-award approved activities to SDLAs are also eligible.

Applicants are also authorized to conduct SPE activities in their jurisdiction when conducting evaluations in accordance with the procedures prescribed under FMCSA's SPE Driver Waiver Program. These activities may include costs associated with completing evaluations of interstate driver applicants who apply for a Federal waiver as outlined in 49 CFR Part 391.49, as well as expenses related to conducting evaluations of intrastate driver applicants when applying for a compatible State waiver.

The FMCSA retains final decision authority on all Federal waiver applications. Given the small volume of SPE evaluations conducted by jurisdictions, only time directly spent conducting SPEs is eligible; funding for full-time positions dedicated to the SPE program and other support positions is not allowed.

F. Performance and Registration Information Systems Management (PRISM)

1. General and Performance Indicators

Only State agencies (including those of the District of Columbia and the Territories) are eligible for funding related to the PRISM national priority.

The HP-CMV funding for PRISM projects supports the deployment and maintenance of safety mechanisms that link FMCSA and State CMV registration and other information systems. These systems identify and immobilize motor carriers with serious safety violations or prohibited from operating by FMCSA. Federal Out-of-Service (OOS) orders are issued to hold carriers accountable with registration and law enforcement sanctions.

All PRISM project narratives must indicate the jurisdiction's current level of participation (Full, Enhanced, or Expanded) and explain how the project will meet specific program requirements to either maintain or enhance the State's current level of participation. Please refer to the MCSAP Comprehensive Policy (MCP), Section 4.3.1, for PRISM implementation information.

2. Consideration for Funding

The applications received for HP-CMV PRISM projects will be considered as follows (in descending order of priority):

a. Jurisdictions at Full PRISM Participation level which are applying for projects to achieve Enhanced Participation.

   The FMCSA defines Enhanced Participation as meeting requirements 1 through 6 for Full Participation, and additional requirements 6 through 12 for motor carriers operating CMVs in commerce of 26,001 lbs. Gross Vehicle Weight (GVW) or more. For requirements details, please visit:

https://ai.fmcsa.dot.gov/PRISM/Home/PrismLevels

b. Jurisdictions that are at the Enhanced Participation level and are applying for projects to achieve Expanded PRISM. Expanded PRISM is achieved when the non-International Registration Plan (IRP) CMV registration agency is applying PRISM requirements 1 through 6 to interstate motor carriers' CMVs between 10,001 and 26,000 lbs. GVW.

c. Jurisdictions at the Expanded PRISM level that seek PRISM projects to further enhance their participation through activities such as the following:

   i. Implement PRISM web services or the PRISM-ITD web services as part of the registration process for real-time validation of carrier safety information; or

   ii. Implement a process to retrieve license plates for motor carriers under a Federal OOS order.

d. Implement/update materials such as IRP manuals, cab cards or brochures to educate and/or require motor carriers to update the motor carrier responsible for safety.

e. Operations and Maintenance (O&M) – The FMCSA will consider applications for O&M costs associated with maintaining Full, Enhanced and Expanded Participation in PRISM. Eligible projects that maintain systems or capabilities required as part of Full, Enhanced and Expanded Participation as outlined in the MCP will be considered.

   An application from a non-MCSAP lead agency for O&M for PRISM projects will be considered before any MCSAP lead agency with similar funding requests.

3. PRISM Information

For more information on PRISM and its registration requirements, please visit the Data and Activity Safety Hub (DASH) at https://ai.fmcsa.dot.gov/PRISM.

G. State Safety Data Quality (SSDQ)

1. General and Performance Indicators

The FMCSA's safety programs use state-reported data on crashes and inspections to prioritize resources for the greatest impact on large truck and bus safety. The SSDQ program focuses on ensuring the availability of high-quality data from our State partners.

Data quality is monitored through a set of SSDQ performance measures that assess the completeness, timeliness, accuracy, and consistency of state-reported crash and inspection records. Each month, States receive overall ratings of "good," "fair," or "poor" based on ten SSDQ performance measures, which measures will also serve as performance indicators for HP-CMV awards related to the SSDQ national priority.

2. Consideration for Funding

The FMCSA will consider for funding the applications received for SSDQ-related projects as follows:

a. Innovative projects for improving the State's performance in the SSDQ results overall or in specific measures. These projects include, but are not limited to, improving the timeliness and accuracy of crash reporting by local law enforcement and establishing a new benchmark for crashes to be reported within 45 days, and for inspections to be reported within 7 days.

b. Data projects that improve and expand CMV data collected from police crash reports through increased application of the Model Minimum Uniform Crash Criteria (MMUCC). The National Highway Traffic Safety Administration (NHTSA) released the 5th edition MMUCC guideline in August 2017 which can be found at https://www.nhtsa.gov/mmucc-1.. This guideline expands the information collected on CMVs in a new Large Vehicles and Hazardous Materials section.

c. Training projects for State and local law enforcement to improve the collection of CMV data on inspections and crashes, or attendance at the next Data Quality & Systems Training scheduled for early 2024.

d. Technology projects that improve or expand commercial vehicle information collected through the State's crash and/or inspection data. Such projects include, but are not limited to:

    i. Creation of new or improved extraction from the State's crash repository to SAFETYNET/FMCSA;

    ii. Automation or verification of driver, vehicle and motor carrier information;

    iii. Enhanced VIN screening and data input/verification through NHTSA's Product Information Catalog and Vehicle Listing (vPIC) VIN decoder (https://vpic.nhtsa.dot.gov/);

    iv. Collection and delivery of geo-location data of crashes or inspections;

    v. Collection and analysis of CMV event data recorders; or

    vi. Improving coordination between State crash analysts and NHTSA's Fatality Analysis Reporting System coders.

e. Innovative projects for resolving Requests for Data Review (RDRs) entered through DataQs to improve timeliness, consistency, and/or accountability, such as an independent appeals process, special reviews for adjudicated citations, linking RDRs to training for inspectors, or additional staff to resolve backlogs.

3. Special Consideration for Improvement in SSDQ Performance

There are additional constraints and priorities depending on which agency is submitting the application for a SSDQ project:

a. For Non–MCSAP Lead Agencies

Applications for projects that assist the State in meeting the MCSAP requirements for safety data collection and participation in information reporting will be considered on a priority basis. In this context, “meet the MCSAP requirements for participation” means achieving an overall “good” rating on the SSDQ measures if the State does not have an overall “good” rating at the time of HP-CMV application.

Applications that contain projects that will allow the State to exceed the MCSAP requirements for participation will be considered next. In this context, “exceed the MCSAP requirements for participation” means improving upon a “good” overall rating on SSDQ measures if the State already has an overall “good” rating at the time of HP-CMV application. For State SSDQ ratings please visit and select your State:

https://ai.fmcsa.dot.gov/DataQuality/.

Note: Non-MCSAP Lead agencies must confirm and document coordination in the application, including which MCSAP lead agencies was contacted, date contact was made, and who was contacted.

b. For MCSAP Lead Agencies

The FMCSA has determined that States must achieve an overall data quality rating of “good” as of the application submission date to be considered eligible for MCSAP grants. Ratings are published in the SSDQ ratings map posted on FMCSA’s Analysis & Information (A&I) website at:

https://ai.fmcsa.dot.gov/DataQuality/Default.aspx

The HP-CMV applications that contain projects that will allow the State to exceed the MCSAP requirements for safety data collection and participation in information reporting will be considered. In this context, “exceed the MCSAP requirements” for participation means achieving or improving upon a “good” rating in SSDQ measures if the State has an overall “good” rating.

SECTION B – FEDERAL AWARD INFORMATION

I. Funding and Number of Awards

The FMCSA anticipates making approximately 75 awards in response to this NOFO.

The FMCSA anticipates awarding approximately $43,300,000 under the HP-CMV program during FY 2023. Final funding amounts are subject to the availability of funding appropriated by Congress.

The FMCSA will limit Federal funding to a total amount of $2,000,000 per award. **Note: Applications for HP-CMV funding must not include more than four (4) projects. The FMCSA will not review or consider any projects beyond the maximum four projects. (See section D(2)(iv)).**

II. Type of Award

An award under this HP-CMV NOFO will be issued as a grant or a cooperative agreement. The FMCSA will determine the appropriate award type based on the proposed project and the degree of Federal involvement.

This funding opportunity is for new FMCSA awards only. Applications for renewal or supplementation of existing awards are not eligible.

III. Period of Performance

The period of performance is the Federal fiscal year in which the award is made plus two additional fiscal years.

IV. Degree of Federal Involvement

A. Cooperative Agreement

In accordance with 31 U.S.C. § 6305, FMCSA will award a cooperative agreement when substantial involvement between FMCSA and the recipient is anticipated when carrying out the activity.

In general, substantial involvement includes, but is not limited to:

1. Project initiation meeting to establish broad objectives and timetables to complete activities as provided in the original application.
2. Joint development and FMCSA prior approval of education materials, reports, etc. as listed in the original application and as part of an approved project.
3. The FMCSA involvement in outreach and other activities relating to the publication of materials.

Under a cooperative agreement, FMCSA may assign a FMCSA subject matter expert to: provide technical assistance to the recipient; assist with the exchange of ideas and information as necessary and permissible; and perform other actions relating to the monitoring of performance activities under the award.

The recipient also agrees to designate a project manager or key point of contact to work with FMCSA and act as a liaison between the awardee and the Federal Government.

The FMCSA will further outline the nature of Federal involvement at the time of award and include additional details, as relevant, in the award documentation.

B. Grant

The FMCSA will award a grant when substantial Federal involvement is not expected when carrying out the activity outlined in the agreement. The FMCSA provides financial assistance, technical assistance, and oversight. Grant recipients provide the effort and expertise necessary to carry out the approved activities to improve CMV safety.

Grant recipients are responsible for performing the work and achieving the outcomes described in their grant award, complying with the grant requirements laid out in the grant award's terms and conditions, local administration of the grant, and monitoring and oversight of any sub-recipients and/or sub-contractors.

SECTION C – ELIGIBILITY INFORMATION

I. Eligible Applicants

A. General

The HP-CMV awards are generally available to the following entities:

1. State government agencies including: District of Columbia, Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the U.S. Virgin Islands;
2. local governments (including county, city, township, and special district);
3. Federally recognized Native American tribal governments;
4. institutions of higher education; and
5. non-profit organizations with a 501(c)(3) status with the Internal Revenue Service.

For-profit organizations and individuals are NOT eligible recipients.

In general, State and non-State entities may apply for HP-CMV projects related to Enforcement & Compliance with Safety Regulations, Performance and Registration Information Systems Management (PRISM) and/or State Safety Data Quality (SSDQ). In addition, institutes of higher education may request funding under this program for research or other related efforts that support national (or a specific State's) CMV safety efforts.

Motor Carrier Safety Assistance Program (MCSAP) lead State agencies may request HP-CMV projects which augment initiatives funded by the MCSAP formula grant program. Such projects must clearly demonstrate that their objectives exceed initiatives approved in their State's Commercial Vehicle Safety Plan (CVSP).

Please also refer to **Section A (4) National Priority Descriptions** for eligibility based on specific priorities (project types).

a. Participation by Local Law Enforcement Agencies and Other Entities

The FMCSA strongly encourages the participation of local law enforcement agencies, local governments, federally recognized Indian tribes, political jurisdictions, and other eligible entities in CMV safety projects either directly as applicants or in partnership with MCSAP lead agencies.

Any local law enforcement agency applying directly to FMCSA for HP-CMV funding must provide a statement in the project narrative Introduction section D(2)(a) within the application certifying that the applicant meets the eight conditions below from 49 CFR Part 350.405.

Non-law enforcement applicants (e.g., institutions of higher education, non-profit organizations, etc.) must also certify compliance with the conditions cited below but may state within their application a reason for exemption to the terms and conditions under (b), (g), and (h), if they are not directly responsible for law enforcement activity and/or no current database access exists for their specific project.

i. Prepare a proposal that is responsive to the HP-CMV NOFO;
ii. Except for federally recognized Indian Tribes, coordinate the proposal with the Lead State Agency to ensure the proposal is consistent with State and national CMV safety program national priorities;
iii. Certify that the applicant has the legal authority, resources, and trained and qualified personnel necessary to perform the functions specified in the proposal;
iv. Designate an individual who will be responsible for implementing, reporting, and administering the approved proposal and who will be the primary contact for the project;
v. Agree to prepare and submit all reports required in connection with the proposal or other conditions of the grant or cooperative agreement;
vi. Agree to use the forms and reporting criteria required by the Lead State Agency or FMCSA to record work activities to be performed under the proposal;
vii. Certify that a political jurisdiction will impose sanctions for violations of CMV and driver laws and regulations that are consistent with those of the State; and
viii. Certify participation in national databases appropriate to the project.

B. Cost-Sharing and Matching Requirements

The FMCSA will not require a matching share for fiscal year 2023 awards.

SECTION D - APPLICATION AND SUBMISSION INFORMATION

I. Address to Request Application Package

Potential applicants may obtain all forms at www.Grants.gov or may also request paper copies of materials at:

Email: FMCSA_GrantMgmtHelpdesk@dot.gov

Telephone: (202) 366-0621 (FMCSA Grants Management Help Desk)

Mail: U.S. Department of Transportation,

Federal Motor Carrier Safety Administration
Grants Management Office (MC-BG),

1200 New Jersey Ave, SE, West Building
Washington, DC 20590.

II. Content and Form of Application Submissions

Application packages must contain the below elements and all applicable documentation described in Appendix A to be considered for an award. Appendix B contains example formats that may, but are not required to be, used.

A. Formatting

The application must follow the format and limitation stated below:

1. Application must be prepared in 8 1/2 x 11-inch format.
2. Margins (Top, Bottom, Right and Left) no smaller than 1" on all pages (Header and Footer are allowed in the margins).
3. Time New Romans 12pt. font must be used for all text, including tables and graphs.
4. Application must be submitted in a format readable by Microsoft (MS) Word, Excel, or in text searchable PDF formats (as applicable).
5. The application narrative is limited to 35 total pages **(5 page limit per narrative section, NOT per project)**. The FMCSA will not read or consider any materials beyond the specified page limit in the application review process. NOTE: The 35 total page limit is inclusive of the introduction, problem statement(s), performance objective(s), project/performance activity(s), performance measurement(s) plan, monitoring and reporting plan, and budget narrative. Submission of documentation and forms described in Appendix A will not count against the application page limit.
6. The application shall not include more than four projects.

B. Narrative Section Requirements

Application narrative packages are limited to 35 total pages (up to 5 page limit for each section listed below.) **This requirement is per application, not per project.** Submission of all required SF-forms, key contact, attachment forms, and indirect cost (IDC) agreements do not count against the page limitation.

While supplemental attachments are allowed, the application's project and budget narratives must include all required information. The narrative must indicate when a supplemental attachment needs to be referenced.

To learn more about requirements and for assistance with writing a successful narrative, please refer to the HP Best Practices document (Examples of each section below are provided in the document.

The application must include the following sections in consecutive order for each of the proposed projects:

1. Introduction – up to 5 page maximum - Provide a description of the purpose(s) for the project and must reference the applicable priority(s) being met as described in Section A(4) National Priority Descriptions. This section must include the intended outcome(s) of the proposed project. Please note, this section of the narrative must include the Local Law Enforcement Agencies and Other Entities certification as outlined in section C(1)(ii) and all eligible entities must address Racial Equity and Climate Change & Sustainability as outlined in section E(1)(c).
2. Problem Statement – up to 5 page maximum - Provide a qualitative and quantitative description which demonstrates the problem(s) the project will address. Include details on the performance data used to identify the problem and to establish the baseline. Applicants must include an objective data source, source date, and trend analysis; and also explain how the applicant collects, maintains, and analyzes the data. Data must include clear and concise information directly related to the problem(s). The required trend analysis must include the previous three year performance metrics for the location of the identified problem(s), driver behaviors that contribute to the problem(s), and targeted location(s) (i.e., targeted State, county and/or county, highway and/or the mile markers involved).
3. Performance Objective – up to 5 page maximum - Provide a description of the applicant's anticipated quantifiable objective(s) related to the problem statement. This can be measured in numbers, percentages, or other forms that accurately measure the outputs and outcomes the applicant anticipates will result from implementing the strategies and activities proposed. Objectives must be SMART: Specific, Measurable, Achievable, Realistic and Time Bound.

   Performance objectives must include an examining of data available in FMCSA's information systems and/or other relevant and timely sources as provided by the applicant. Information on PRISM status, SSDQ ratings, crash and safety statistics may be found on FMCSA's Analysis &

Information website https://ai.fmcsa.dot.gov. Specific performance indicators may vary based on the national priority as listed in Section A(4). Applicants should carefully review this information.

4. Performance Activity Plan – <u>up to 5 page maximum</u> - Provide a description of the activities the applicant will conduct to help mitigate the identified problem(s), achieve the performance objective(s) and outcome(s). The description must include specific enforcement strategies which will be used to reduce the problem identified in the problem statement.

   Information must include: (1) Personnel summary inclusive of the number personnel assigned to the project, their percentage of time dedicated to the project and total number of hours needed to complete the project. (2) Level of effort summary inclusive of the number and frequency of activities and number of enforcement details, and (3) A project timeline including dates, tasks, milestones, and project end-date associated with meeting the performance objectives.

5. Performance Measurement Plan – <u>up to 5 page maximum</u> - Provide a description of how the applicant determined the data that will measure progress towards achieving the performance objective(s). The measurements must be quantifiable with measurable outcomes and outputs. The measures must include specific targets/benchmarks that can be reported on in the quarterly progress report, if practicable, or as annual outcomes that will gauge the progress being made on achieving the objectives and activities identified for each project.

6. Monitoring and Reporting Plan – <u>up to 5 page maximum</u> - Provide a description of the applicant's method for ongoing monitoring of the progress of the project. This should include who will conduct the monitoring, the frequency with which it will be carried out, and how and to whom reports will be made.

   Each report must provide concise statements concerning activities relevant to the project, including activity and performance metrics directly relating to the performance of grant activities during that period. Applicants must state as specifically as possible what metrics they anticipate reporting within this section of their application.

7. Budget Narrative – <u>up to 5 page maximum</u> - A budget narrative is a description, by budget category (object class), that details the costs necessary to complete the proposed projects. A well-written budget narrative ensures that the applicant has properly documented proposed costs. In order to allow reviewers to evaluate the reasonableness, necessity, and allocability of all costs, applications must include a detailed budget narrative and a budget justification broken out by individual objectives. The level of detail must be sufficient to justify the funding requested. Please do not give bundled cost for expenses such as travel, equipment, supplies, conferences, etc. For example, travel cost must be broken out to show per person itemized cost of airfare, lodging, miles, etc.

   Each project must have its own budget narrative which matches the SF-424A Budget Categories Columns for each project. <u>**DO NOT include cents for**</u>

Federal costs on the SF-424, SF-424A, and budget narrative.

The budget narrative must reflect the allocability of project activities to the grant. Budgets must reflect the appropriate Federal amounts, as stated under the priorities in subsection **(A)(4).** The FMCSA may adjust the applicant's budget, which will require an updated SF-424, SF-424A and budget narrative to be provided.

For instructions on completing the SF-424 and SF-424A, please go to Grants.gov, https://www.grants.gov/web/grants/forms/sf-424-family.html.

The below section provides exceptions to the SF-424 and SF-424A forms instructions and highlights key areas.

Budget narrative template is included with the HP-CMV application package on Grants.gov. **Applicants are strongly encouraged to use the template to aid with developing a responsive budget narrative.**

Please refer to the following links for additional information:

- MCSAP Comprehensive Policy **-**
- FMCSA's HP Best Practices document –

C. SF-424 and SF-424A forms

1. SF-424, Field 18 - Box (a) – Must reflect the total estimated Federal funding requested to complete the project plan. As no match/cost sharing is required, enter "0" in Box (b). Box (g) should equal the total project amount, which is the sum of boxes (a) and (b). All costs must be rounded to the nearest whole dollar amount.
2. SF-424A - Section A – Budget Summary – Must reflect the Federal share in column (e), and the total cost per project in column (g). Each project in the application must be shown on lines 1-4 as applicable with the grant total for each column on line 5. Note: line 5 column (e)(f) and (g) must reconcile with SF-424 field 18, as described above. All costs must be rounded to the nearest whole dollar amount.
3. SF-424A Section B – Budget Categories - Capture the project total cost amount per object class categories, as applicable. In the column headings (1) through (4), enter the titles, that match narrative title, for each of the proposed projects.

Please note, the SF-424A Section B must cover the life of the project costs, and not just the first year (as stipulated in the SF-424A instructions). Section B must be completed and correspond with the Budget Narrative (see Section D(ii)(g)). **All costs must be rounded to the nearest whole dollar amount.**

D. Requirements when One or More Projects are Proposed

A project consists of one or more of the priorities which work towards achieving a defined objective(s). This further described in National Priority Descriptions section of this document

When there are multiple projects, each project must include the following sections in consecutive order: Brief Introduction, Problem Statement, Performance Objectives, Project/Performance Activity Plan, Performance

Measurement Plan, Monitoring and Reporting Plan, and Budget Narrative. For example, with multiple projects, project 1 includes the above sections in consecutive order, followed by project 2 including the above sections in consecutive order.

Applications with multiple projects must also contain a comprehensive or summary budget that includes expenses per project/per line item. The comprehensive budget must match the application's SF-424 and SF424a.

A HP-CMV application must not include more than four (4) projects. The FMCSA will not review or consider any projects beyond the maximum four projects per application. An applicant may submit more than one grant application under this program.

III. Unique entity identifier (UEI) and System for Award Management (SAM)

The applicant must:

A. Be registered in the System for Award Management (SAM) before submitting an application at https://www.sam.gov; and

B. Effective April 1, 2022, entities will be required to use a unique entity identifier (UEI) created in SAM.gov.

The applicant must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete.

If an applicant has not fully complied with these requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

IV. Submission Dates and Times

A. Deadline

FULL AND COMPLETE APPLICATIONS FOR HP-CMV Financial Assistance ARE DUE ON **April 3, 2023** by **5:00 pm EST.** Once Grants.gov has received your submission, you will receive email messages to advise you of the progress of your application through the system. Over the next two business days, you should receive two emails: 1) confirming application receipt by the Grants.gov system; and 2) indicating that the application has either been successfully validated by Grants.gov prior to transmission to FMCSA or has been rejected due to errors. The applicant assumes all responsibility for a timely and complete application submission. See https://www.grants.gov/applicants/apply-for-grants.html for more information related to submitting the application on Grants.gov.

B. Consideration of Applications

Only applicants who comply with all submission deadline requirements described in this NOFO and electronically submit valid applications through Grants.gov will be eligible for consideration of award. Applicants are strongly encouraged to make submissions well in advance of the deadline.

C. Late Applications

The FMCSA will not consider a late application except under extraordinary circumstances. A late application will be accepted only if there is a large scale natural disaster or a significant Grants.gov system issue that threatens the timely submission of a grant application. Problems with computer systems at the applicant organization (excluding verified cyber attacks), failure to follow the application instructions, or failure to submit or complete the program application or complete required registrations by the submission deadline are not considered system issues.

V. Intergovernmental Review

The HP Program and this funding opportunity are subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." The States with a Single Point of Contact (SPOC) and therefore a requirement to comply with E.O. 12372 are listed at the Office of Management and Budget's Web site: https://www.whitehouse.gov/omb/

VI. Funding Restrictions

HP funds are awarded through a competitive evaluation process and are not guaranteed. All funding decisions will be made based on meeting the requirements of the NOFO, FMCSA's HP national priorities, and the merits of the respective applications.

All cost elements of an application must be necessary, reasonable, allocable, and allowable to accomplish the objective(s) of the project. Cost eligibility standards are described in the applicable cost principles and administrative requirements:

A. 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and

B. The FMCSA's MCP, as revised (available from FMCSA's Division Offices) and on FMCSA's MCSAP Website.

In accordance with the provisions of 49 CFR Parts 350.415 & 350.417 and the Federal Uniform Administrative Requirements Cost Principles, additional guidance on eligible expenses under HP is included in the MCP. The eligibility of all expenditures is subject to review by FMCSA.

The FMCSA is not obligated to approve costs incurred outside the award period of performance. These costs are incurred at the sole risk of the applicant and impose no obligation on FMCSA to make an award or to increase the amount of the approved budget.

The FMCSA will not provide reimbursement for IDCs if an approved IDC rate agreement was not in place for the period of time when the IDC expenses were incurred. If claiming IDC charges, the grant recipient must include an active approved IDC agreement with the application submitted for funding. Should the grant recipient fail to provide an approved agreement during the pre-award phase and a grant is awarded, the grant recipient will have 90 days from the date of award acceptance to provide a copy of the IDC agreement. If FMCSA does not receive the required documentation within the allocated time frame, the grant recipient will not be reimbursed for indirect charges for that fiscal year. Once an approved rate is provided to FMCSA, the grant recipient will then, be allowed to claim IDC in the fiscal following the fiscal year of the award. 2 CFR Part 200.414(c).

Any non–Federal entity that does not have a current negotiated (including provisional) rate, except for those non–Federal entities described in appendix VII of 2 CFR Part 200, may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. No documentation is required to justify the 10% de minimis IDC rate. 2 CFR Part 200.414(f).

All FMCSA grant programs are cost reimbursable, which means that grant recipients must first incur costs before submitting a request for reimbursement to FMCSA for costs associated with approved activities identified in the grant agreement. Recipients will be reimbursed by FMCSA for actual costs incurred provided that the costs are reasonable, approved, allowable, and allocable in accordance with the OMB regulations and FMCSA policy, within the approved budget, and supported by documentation. Recipients must request reimbursement at least once each quarter.

Recipients must submit requests for reimbursement electronically through the Delphi eInvoicing System (iSupplier). Additional information is available at:

https://www.transportation.gov/cfo/delphi-einvoicing-system

The FMCSA will not provide reimbursement for salary-related bonus payments, either as a direct or IDC. Bonus costs are not a necessary expense under FMCSA awards. See 2 CFR Part 200, Subpart E; 2 CFR Parts 200.403 – 200.405.

VII. Other Submission Requirements

Applications must be submitted electronically via https://www.Grants.gov as described above in this section. In the event of system problems or technical difficulties with the application submittal, please call Grants.gov at 1-800-518-4726 or e-mail support@grants.gov 24 hours a day, 7 days a week (closed on Federal holidays).

To submit an application through Grants.gov, applicants must:

A. Create a username and password.
B. Establish an E-Business point of contact (POC) in order to respond to the registration emails.
C. Establish at least one Authorized Organization Representative (AOR); more than one AOR can be established.

Please note the registration process in Grants.gov usually takes 2-4 business weeks to complete. The FMCSA will not consider late applications due to failure to register or comply with Grants.gov requirements.

VIII. Standard Title VI/Non-Discrimination Program Assurance and Plan Title VI Assessments

The Title VI Program Assurance commits the grant applicant to complying with Title VI and related nondiscrimination authorities to ensure that no person in the United States shall, on the grounds of, race, color, national origin, sex, age, disability, low income, or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance from FMCSA.

The FMCSA Title VI Program grant requirement consists of an approved Title VI Program Compliance Plan and Title VI Program Assurance. These documents are required to be approved and must be uploaded with the grant application. The FMCSA strongly urges that applicants contact the FMCSA Office of Civil Rights (OCR) as soon as the decision is made to apply for a grant opportunity. This is critical to initiate the Title VI review process and obtaining guidance on submission requirements. To begin this coordination, please contact Mr. Lester Finkle, FMCSA National Title VI Program Manager, at lester.finkle@dot.gov.

The Title VI Program Assurance template and plan checklist **are** available on Grants.gov under the "Related Documents" tab. A technical assistance webinar was recorded and is available at https://www.fmcsa.dot.gov/grantswebinars as an additional resource to assist with completing the following required documents:

A. Title VI Program Assurance: The applicant must fill in the name of the applicant's organization on pages #1-4 of the template. The Assurance will then be inserted as section two in the Plan, or may be referenced in section two of the Plan and then attach it to the end of the Plan.

B. Title VI Program Compliance Plan Checklist: The applicant will use the checklist as the format for the draft Plan. If the applicant has a FMCSA previously approved Plan that was developed using the Checklist, the applicant must update the Plan by having the applicant's CEO re-sign/re-date the Policy Statement and Assurance. The remainder of the Plan will be updated by providing the status of any sections under development and/or any procedural changes to include updating any outdated information.

The Applicant must submit a draft Plan, or an updated previously approved Plan to the FMCSA OCR for review and comments/edits. After the applicant addresses the comments/edits, the final Plan/final updated Plan must be submitted to the FMCSA OCR for review and approval.

SECTION E - APPLICATION REVIEW INFORMATION

I. Criteria

A. <u>Eligibility Criteria</u>

The FMCSA will first screen all applications received by the due date to determine if the application is eligible. In addition to the eligibility criteria under Section C, FMCSA will review the application for the following below criteria.

Application Eligibility Criteria	Instructions
Deadline submission was met	Section D.4, E.2.i
Applicant eligibility was met	Section A & C.1
SAM Registration	Section D.3
SF-424 Application for Federal Assistance	Section A, Section D.2.iii
Certification Regarding Lobbying	Grants.gov
Disclosure of Lobbying activities form (SF-LLL)	Grants.gov
Key Contact forms include PI/PD and ADO contact information	Grants.gov
Current IDC Rate agreement included in the application	Section D.6
SF-424 lists any cost sharing or match amounts on line 18b	Section D.2.iii, iv,
SF-424A, Budget Information Form	Section A, D.2.ii,iii
Budget Narrative	Section A, D.2.ii, iv
Application/Project Narrative	Section A, D.2.ii
Any other applicable Grants.gov document or attachment listed in Appendix A	Appendix A
FMCSA OCR Title VI Program Compliance Plan (including FMCSA Title VI Program Assurance) approved for FY 2023	Section B.4.

B. <u>Merit Evaluation Criteria</u>

The FMCSA subject matter experts will review all eligible applications using the following Merit Evaluation Criteria: Technical Merit Criteria; Budget Cost Analysis Criteria; Program-Specific Criteria; Past Performance Criteria; and Other Review Information.

1. **Technical Merit**

   The criteria are related to the technical and programmatic merit of an application. The FMCSA will consider the extent to which the applications:

   a. Describe a program that will meet the stated objectives of the HP-CMV NOFO to reduce crashes, injuries, and fatalities involving commercial motor vehicles or achieve the other listed objectives of the program.

   b. Utilize a data-driven approach to clearly articulate the problem(s) the project(s) seek to address.

   c. Include components that address specific HP national priorities.

   d. Include proposed methodology that meets the stated objectives of the NOFO.

   e. Propose work that identifies and/or makes progress on new/existing concepts.

   f. Propose work that is based on sound principles to measure performance and gauge project success.

   g. Include staffing resource allocations sufficient to achieve the program objectives.

   h. Demonstrate that the proposed approach will ensure enforcement activities or other activities in areas likely to generate the maximum effectiveness of CMV enforcement.

   i. Demonstrate appropriateness, rationale, and completeness of the proposed statement of project objectives.

   j. Include clearly identified quantifiable performance objectives and measurements, such as percentages of enforcement on passenger carriers, traffic enforcement contact projections, etc.

   k. Demonstrate performance-based metrics that adhere to FMCSA monitoring and reporting requirements.

   l. Demonstrate that the proposed project/program is reasonable in scope, and adequate to address existing and emerging commercial vehicle safety issues.

   m. Have an identified scope (regional, national, etc.).

   n. Represent a diversity of technical approaches or innovative methods which, taken together, will best achieve the programs objectives.

   o. Represent different kinds and sizes of organizations to provide a balanced programmatic effort and a variety of different technical perspectives.

2. **Budget/Cost Analysis Criteria**

   Budget-related criteria include: whether costs are allowable in accordance with Federal grant requirements, including the appropriateness and reasonableness of the budget estimate and the resources to be dedicated to the project; and the reasonableness and feasibility of the schedule relative to the application timeline. The budget should describe specific activities that support the objective(s) of the program.

The FMCSA will evaluate applications and other information, including, but not limited to, the following:

a. Elements of work included in the application have associated budget costs and, conversely, all elements in the applicant’s budget have corresponding work elements included in the application.

b. Costs are allowable, allocable, necessary, and reasonable per 2 CFR Part 200.

c. Costs in a particular cost category have been properly identified as allowable, with the necessary detail for its use, and are not duplicative to the other budget line items.

d. The appropriate match required is correctly calculated and is documented, as applicable.

e. All equipment, training, and travel components are clearly linked to the project objective(s) and are necessary to adequately compensate, equip, train, and enable personnel to conduct the activities included in the project plan.

f. A suspension and debarment review that included a review of the applicant and a check against the records in SAM ensures that the applicant is not suspended or debarred and does not have any unpaid Federal tax liability. Please note that an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

g. Any applicant-included comments, which FMCSA will review, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR Part 200.206 (Federal awarding agency review of risk posed by applicants).

h. An evaluation of the applicant’s Single Audit in accordance with OMB Uniform Guidance Audit Requirements 2 CFR Part 200 Subpart F, grantees shall provide copies of the audit reports to the Federal Audit Clearinghouse (FAC) (see 2 CFR Part 200.512 (b)). This is only applicable and federally mandated to recipients that expended $750,000 or more in Federal awards during their fiscal year. The FMCSA may, at its discretion, request further information and/or conduct an audit to confirm compliance as indicated on the SF-LLL – Disclosure of Lobbying Activities form, as provided for in the United States Code or the Code of Federal Regulations.

3. Program-Specific Criteria

These criteria involves the evaluation of the proposed projects related to meeting the requirements of the project narrative, budget narrative and the selected HP-CMV national priorities as described in **Section D(2)(ii) Narrative Section Requirements,** and **Section A(4) National Priority Descriptions**.

4. Past Performance Criteria

Applicants that have previously received FMCSA grant funding will be evaluated in part on their past ability to complete prior awards on time, their compliance with those grant terms and conditions, including review of any financial and performance quarterly reports, and the results of any FMCSA grant monitoring activities, to include budget execution, original budget vs. final budget, and unexpended balances.

Applicants that have not previously received grant funding from FMCSA are not subject to this review, and their applications will not be eliminated from funding consideration for failure to show past performance.

The FMCSA will evaluate applications and past performance to determine the extent to which:

a. The applicant used Generally Accepted Accounting Principles as a guide to review prior personnel and budgetary practices, and past performance to judge if the proposed expenditures are reasonable and necessary to conduct the proposed projects and if costs are allowable under applicable Federal regulations.

b. The applicant successfully performs and manages current project tasks (e.g., within budget and on schedule).

c. There are any issues or findings from monitoring activities (e.g., audit, program, or process reviews) where the applicant violated the grant terms and conditions.

d. The applicant's previous performance and financial reports were submitted late, incomplete or incorrectly; and/or has the applicant consistently requested additional time to complete the reports.

e. Whether the recipient has high undelivered order (UDO) balances from prior grants awarded for similar activities.

5. Other Review Information

After applying the above criteria, FMCSA will take into account the following key Departmental objectives:

a. Supporting economic vitality at the national and regional level.

b. Utilizing alternative funding sources and innovative financing models to attract non-Federal sources of infrastructure investment.

c. Accounting for the life-cycle costs of the project to promote the state of good repair.

d. Using innovative approaches to improve safety and expedite project delivery.

e. Holding grant recipients accountable for their performance and achieving specific, measurable outcomes identified by grant applicants.

6. **Equity and Climate Change & Sustainability**

The FMCSA will evaluate applications regarding climate change/sustainability and equity/barriers to opportunity, to the extent possible, considering whether:

a. The project promotes energy efficiency.
b. The project avoids adverse environmental impacts to air or water quality, wetlands, and endangered species.
c. The applicant has adopted an equity and inclusion program/plan or has otherwise instituted policies to ensure equity in the overall project delivery and implementation in conjunction with the applicant's approved Title VI plan (see Section B.4).
d. The project improves access to or provides economic growth opportunities for underserved, overburdened, or rural communities.
e. The project demonstrates consideration was given to climate change and sustainability, as applicable in Executive Order 14008.
f. In support of Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government* (86 FR 7009), FMCSA encourages applicants to consider how the project(s) will address the challenges faced by individuals and underserved communities in rural areas, if applicable.

For example, if an applicant is purchasing new vehicles, it should discuss whether the purchase/utilization of electric vehicles has been considered in order to reduce carbon emissions; if engaging in education and outreach efforts involving CDL and CMV safety, it should discuss whether specific plans have been developed to identify and target methods which will benefit underserved communities; or if recruiting and hiring new staff (via contractual agreements or direct hire), it should discuss how the recruitment plan identifies qualified applicant pools from underserved communities.

II. Review and Selection Process

A. <u>Review Process</u>

The FMCSA will review all eligible applications received by the application deadline according to the merit evaluation criteria outlined in Section 1 above. The review and selection process will consist of an intake/eligibility criteria review, a technical and budget review, a program office review, and final selection. During the technical and budget review, FMCSA technical and financial staff members evaluate and analyze applications applying the evaluation criteria and submit their assessments to the program office. Then, the program office will gather and consider the results of the evaluations according to the technical merit, budget review/cost analysis, program-specific, past performance, and other review criteria, described in subsection (1) above, and assign ratings, consistent with the descriptions in this NOFO. The program office will recommend the initial selection of projects for FMCSA Administrator's review. Finally, the FMCSA Administrator will select awards for approval.

B. Ratings

The FMCSA prioritizes applications using the ratings shown below based on the applicability of the merit criteria and other preferences to the application.

1. Highly Responsive: Applicant fully addresses all aspects of the criteria, convincingly demonstrates that it will meet the Government's performance requirements and demonstrates minimal or no weaknesses.
2. Responsive: Applicant addresses most aspects of the criteria and demonstrates the ability to meet the Government's performance requirements but contains weaknesses. These weaknesses may be addressed by recommending the award and including a specific programmatic or administrative post-award term and condition or a reduction to requested funding. Applicant otherwise fully addresses all aspects of the criterion and demonstrates the likelihood of meeting the Government's expectations and requirements.
3. Not Responsive: Applicant does not sufficiently address the criteria and/or failed to submit required documentation. For example, the application is missing a budget, the project narrative lacks a clearly defined problem statement, missing objectives, insufficiently detailed activity plan, etc. The information the applicant has presented indicates a strong likelihood of failure to meet the Government's requirements and/or adherence to application submission requirements.

C. Applicant Information

As determined necessary to support the evaluation and selection process, FMCSA may conduct discussions with Applicants to clarify elements of the technical and budget applications, seek additional information as to whether the project can be completed with a reduced award, and request additional detailed and itemized cost information and/or SF-424, SF-424A, project plans and budget narratives.

III. Additional Information: Risk Assessment

Prior to award, each selected applicant will be subject to a risk assessment, as required by 2 CFR Part 200.206. Depending on the level and severity of FMCSA's risk assessment findings, FMCSA may determine that the applicant is not qualified to receive the award. The FMCSA may also impose additional grant award terms and conditions above its customary general terms and conditions.

The risk assessment is conducted in several parts:

1. A debarment and suspension review that includes a check against the records in SAM (currently the Federal Awardee Performance and Integrity Information System).
    - An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
2. The FMCSA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in

2 CFR Part 200.206, Federal awarding agency review of risk posed by applicants.

3. An evaluation of the applicant's Single Audit in accordance with OMB Uniform Guidance Audit Requirements 2 CFR Part 200 Subpart F, if applicable. The FMCSA may, at its discretion, request further information and/or conduct an audit to confirm compliance as indicated on the SF-LLL – Disclosure of Lobbying Activities form, as provided for in the United States Code or the Code of Federal Regulations.

SECTION F - FEDERAL AWARD ADMINISTRATION INFORMATION

I. Federal Award Notices

Following the evaluation outlined in Section E, the Notice of Grant Agreement (NGA), signed by the FMCSA Grant Officer, is the authorizing financial assistance document. The NGA will be sent through GrantSolutions, and it must be accepted by the recipient before September 30, 2023. The FMCSA may approve all or partial funding of a grant application. The NGA issued to the recipient will specify whether the award is a grant or a cooperative agreement and will include any special award terms and conditions, if applicable.

Applicants chosen for funding are formally notified electronically by FMCSA's grant management system (GrantSolutions, www.grantsolutions.gov) before the grant's execution. Unsuccessful applicants will be notified by email. The FMCSA cannot award grants/cooperative agreements or release information concerning applications recommended for funding until approval is obtained from the Secretary of Transportation. Further, FMCSA cannot make awards until the enactment of authorizing legislation, an appropriations act, and apportionment of funds from the Office of Management and Budget (OMB). The FMCSA may issue partial funding of awards up to the funding level authorized.

Acceptance of the award constitutes the grant recipient's agreement to comply with all applicable statutes, regulations, executive orders, OMB circulars, and terms and conditions of the award, including the reporting requirements shown below.

Applicants will not receive any communication until all funding recommendations have been approved. The FMCSA will send a letter to notify those who were not funded with suggestions for how applications can be improved for the next grant cycle. The FMCSA does not have an appeal process for unsuccessful applications for discretionary grant funds.

II. Administrative and National Policy Requirements

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR Part 200, as adopted by DOT at 2 CFR Part 1201 and FMCSA statutes and regulations.

Additional provisions that apply to this NOFO and/or awards made under this NOFO, including but not limited to those related to SAM, can be found in the Grants.gov application package under the "Related Documents" tab. Applicants are strongly encouraged to thoroughly review all documents when preparing applications. Contact the POC listed in the overview of the funding notification if you have questions on these provisions.

A. Domestic Preference Requirements

As expressed in Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers (86 FR 7475), it is the policy of the executive branch to maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. The Department expects all applicants to comply with that requirement without needing a waiver. However, to obtain a waiver, a recipient must be prepared to demonstrate how they will maximize the use of domestic goods, products, and materials in constructing their project."

B. Civil Rights and Title VI

"Recipients of Federal transportation funding will be required to comply fully with Title VI of the Civil Rights Act of 1964 and implementing regulations, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements. The Department's and the applicable Operating Administration's Office of Civil Rights will be providing resources and technical assistance to ensure full and sustainable compliance with Federal civil rights requirements." See Section D. 7. Other Submission Information.

C. Performance and Program Evaluation

"As a condition of grant award, grant recipients may be required to participate in an evaluation undertaken by DOT or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. The DOT may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor or DOT staff, 2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

Recipients and subrecipients are also encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges Federal awarding agencies and Federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." 5 U.S.C. § 311. Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

For grant recipients receiving an award, evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 CFR Part 200).

III. Reporting

The grant/cooperative agreement terms and conditions outline the reporting requirements that the recipient must meet after award. Reporting responsibilities include quarterly program performance reports using the Performance Progress Report (SF-PPR) and quarterly financial status using the Federal Financial Report (SF-425, also known as the FFR). Recipients must submit financial and performance reports electronically through GrantSolutions; contact the points of contact listed in the overview of the funding notification for additional information.

If the cumulative total value of all your currently active grants and other awards is more than $10,000,000, you must comply with the post-award reporting requirements reflected in Appendix XII of 2 CFR Part 200.

SECTION G - FEDERAL AWARDING AGENCY CONTACTS

For questions about this NOFO, please contact FMCSA's Grants Management Office:

Telephone: (202) 366-0621 (Grants Management Help Desk)

Mail: U.S. Department of Transportation
Federal Motor Carrier Safety Administration
Grants Management Office (MC-BG),
1200 New Jersey Ave, SE, West Building
Washington, DC 20590

Office hours: 9 a.m. to 5 p.m., Eastern Time,
Monday through Friday, except Federal holidays.

SECTION H - OTHER INFORMATION

This NOFO is intended for informational purposes and reflects current planning. If there is any inconsistency between the information contained in this NOFO and the terms of any resulting funding agreement, the terms of the funding agreement are controlling. Additionally, FMCSA may make changes or additions to this NOFO. All changes will be announced through Grants.gov. We encourage you to sign up for Grants.gov emails to be notified of the changes at:

http://www.Grants.gov/web/grants/manage-subscriptions.html.

The FMCSA plans to conduct an informational web-based conference for all prospective applicants. During this conference, FMCSA staff will review NOFO requirements at a high level; share best practices and lessons learned; and answer questions from prospective applicants as allowed by FMCSA policy. Please check for updates using the Funding Opportunity Number assigned to this award at: www.grants.gov or subscribe, as described above.

For a general overview of the grants management cycle, FMCSA has developed grant resources for its applicants. These resources are available at:

https://ai fmcsa.dot. gov/Grants/GrantManagement.aspx

In addition, links to best practices and tips for completing a High Priority grant application can be found below:

- HP Best Practices:
  HP Resource Guide:

The following attachments have been added to Grants.gov under this announcement. These attachments are available in Grants.gov under the "Related Documents" tab.

- Appendix A: Application Package Requirements Checklist
- Appendix B: Budget Narrative Guidance

APPENDIX A: APPLICATION PACKAGE REQUIREMENT CHECKLIST

Below is a non-exhaustive list of documents necessary for a responsive grant application. This list is intended to assist applicants in compiling their application. However, because the required documents may differ slightly based on the nature of the grant application, applicants should not rely solely on this checklist and must still read the entire NOFO to ensure that they have included all required documents.

The FMCSA reserves the right to request additional documentation or information to confirm compliance with applicable laws.

Document Name	Document Description and Location Information	Submit in:
Project Narrative	Project narrative must include a: Brief Introduction; Problem Statement(s); Performance Objective; Activity Plan; Performance Measurement Plan; and Monitoring Plan. For detailed requirements review **Section D Narrative Requirements.**	Grants.gov
Budget Narrative	Provide a description of the expenses by budget category which match the application's SF-424a Budget Categories columns for **each project**. Must include a detailed justification for the costs necessary to complete the proposed project. The level of detail should be sufficient for the reviewer to evaluate expenses are necessary, reasonable, allowable, and allocable as established by 2 C.F.R. Part 200 and FMCSA MCSAP Comprehensive Policy (MCP). All line items must be rounded to the nearest whole dollar amount. For detailed requirements review **Section D Narrative Requirements.** **Applicants are strongly encouraged to use the budget narrative template included in the HP-CMV application package on Grants.gov.**	Grants.gov

SF-424 Application for Federal Assistance	Required standard application form for all requests for Federal assistance. Form requests contact information for: 1) Lead Principal Investigator or Program Director (program/project manager) [enter in Box 8f]; and 2) Authorized Representative (AR) Official (authorized signer) [enter in AR section following Box 21]. Available in the Grants.gov application package.	Grants.gov
SF-424A Budget Information for Non-Construction Programs	Required standard budget form for requests for Federal assistance. Available in the Grants.gov application package.	Grants.gov
SF-424B Assurances for Non-Construction Programs	Standard assurances form associated with accepting Federal assistance funds. This document indicates that the organization is in substantial compliance with various programs, regulations, and Federal laws for a non-construction program. Available in the Grants.gov application package.	Grants.gov
Grants.gov Lobbying Form	Required form that allows organizations to indicate that they do not engage in lobbying activities. Available in the Grants.gov application package.	Grants.gov
SF-LLL Disclosure of Lobbying Activities (if applicable)	Standard form to report their lobbying activities if applicable. Available in the Grants.gov application package.	Grants.gov
Key Contacts Form	Required for additional contacts that are NOT already on the SF-424 form for the GrantSolutions roles of: 1) Authorized Representative Official (authorized signer) 2) Principal Investigator or Program Director (program/project manager) 3) Financial Official (person who files FFR's in GrantSolutions) **NOTE: If more than one individual is designated in the same role, one individual must be identified as primary. Review the instructions Available in the Grants.gov application package.**	Grants.gov

Attachment Form	Attachments should be submitted in Grants.gov with the application package. While supplemental attachments are allowed, the application's project and budget narratives must include all required information. The narrative must indicate when a supplemental attachment needs to be referenced.	Grants.gov
Indirect Cost Rate Agreement (If Indirect Costs are included in applicant budget)	Organization's signed current approved IDC rate from the cognizant Federal agency or letter of request to cognizant agency for rate establishment or adjustment. If claiming IDC charges, the grant recipient must include an active approved IDC agreement with the application submitted for funding. Should the grant recipient fail to provide an approved agreement during the pre-award phase and a grant is awarded, the grant recipient will have 90 days from the date of award acceptance to provide a copy of the IDC agreement. If FMCSA does not receive the required documentation within the allocated time frame, the grant recipient will not be reimbursed for Indirect charges for that fiscal year. Once an approved rate is provided to FMCSA, the grant recipient will then, be allowed to claim IDC in the following fiscal year of the award. 2 CFR Part 200.414 (c). Any non–Federal entity that does not have a current negotiated (including provisional) rate, except for those non–Federal entities described in appendix VII to 2 CFR Part 200, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. No documentation is required to justify the 10% de minimis IDC rate. 2 CFR Part 200.414(f).	Grants.gov

Standard Title VI/Non-Discrimination Program Assurance and Plan *(Required Documents)*	The Title VI Program Assurance commits the grant applicant to complying with Title VI and related nondiscrimination authorities to ensure that no person in the United States shall, on the grounds of, race, color, national origin, sex, age, disability, low income, or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance from FMCSA. The FMCSA Title VI Program grant requirement consists of an approved Title VI Program Compliance Plan and Title VI Program Assurance. These documents are required to be approved and must be uploaded with the grant application. The FMCSA strongly urges that applicants contact the FMCSA Office of Civil Rights (OCR) as soon as the decision is made to apply for a grant opportunity. This is critical to initiate the Title VI review process and obtaining guidance on	Grants.gov

	submission requirements. To begin this coordination, please contact Mr. Lester Finkle, FMCSA National Title VI Program Manager, at lester.finkle@dot.gov. The Title VI Program Assurance template and plan checklist are available on Grants.gov under the “Related Documents” tab. A technical assistance webinar was recorded and is available at https://www.fmcsa.dot.gov/grantswebinars as an additional resource to assist with completing the following required documents: • **Title VI Program Assurance**: The applicant must fill in the name of the applicant’s organization on pages #1-4 of the template. The Assurance will then be inserted as section two in the Plan, or may be referenced in section two of the Plan and then attach it to the end of the Plan. • **Title VI Program Compliance Plan Checklist**: The applicant will use the checklist as the format for the draft Plan. If the applicant has a FMCSA previously approved Plan that was developed using the Checklist, the applicant must update the Plan by having the applicant’s CEO re-sign/re-date the Policy Statement and Assurance. The remainder of the Plan will be updated by providing the status of any sections under development and/or any procedural changes to include updating any outdated information. The Applicant must submit a draft Plan, or an updated previously approved Plan to the FMCSA OCR for review and comments/edits. After the applicant addresses the comments/edits, the final Plan/final updated Plan must be submitted to the FMCSA OCR for review and approval.	

APPENDIX B – BUDGET NARRATIVE GUIDANCE

A budget narrative template is included with the HP-CMV application package on Grants.gov. **Applicants are strongly encouraged to use the template to aid with developing a responsive budget narrative.**

What is a Budget Narrative?

Provide a description of the expenses by budget category which match the application's SF-424a Budget Category columns for **each project**. Narrative must include a detailed justification for the costs necessary to complete the proposed project. The level of detail should be sufficient for the reviewer to evaluate whether expenses are necessary, reasonable, allowable, and allocable as established by 2 C.F.R. Part 200 and FMCSA's MCSAP Comprehensive Policy (MCP). **Expenses must be itemized to demonstrate how the total cost was determined.** For example, Travel cost must not be bundled but must show how total was determined by itemizing costs for airline, lodging, taxi, etc. **All line items must be rounded to the nearest whole dollar amount.**

What Costs are included in a Budget Narrative?

Personnel costs are salaries of employees working directly on a grant project. Include costs for only those personnel employed by your organization. Individuals not employed by your organization will be classified as either a sub-grantee or contractor. See the contractual object class section for additional information.

Below is a sample personnel budget narrative. The FMCSA evaluates the personnel budget narrative to determine whether the proposed number of personnel is appropriate and includes sufficient staffing to meet the project objectives. The proposed effort should be consistent with the effort required by the project plan. The labor mix should be consistent with the caliber of effort – professional/nonprofessional/clerical – required by the grant project plan. The FMCSA also reviews the personnel budget to determine whether the proposed salary ranges are reasonable.

Personnel Budget Narrative					
Position(s)	**# of Staff**	**% of Time**	**Work Year Hours**	**Hourly Rate**	**Total Cost**
Supervisor	1	100	2,080	$28.00	$58,240
Staff member (Full-Time)	1	100	2,080	$19.00	$39,520
Staff member (Part-Time)	10	50	2,080	$19.00	$197,600
Total Cost for Personnel:					**$295,360**
Total FTE Personnel					*7*

The Supervisor oversees activities of the project. She or he spends 100 percent of the time implementing this project, supervising staff, and conducting activities to meet the objectives of this project. Activities include: supervising daily operation of projects and staff, providing staff training/technical assistance, coordinating staff work schedule/assignments, ensuring data entry, tracking and following-up on procedures to meet quality assurance, and tracking policy to ensure compliance. There are 11 staff members (1 full-time, 10 part-time) who provide additional program support. Each is paid an hourly wage of $19; part-time staff members will average 50 percent of their time on grant activities. The full-time staff member wages equal $39,520 annually, with the part-time (10) staff members averaging 1,040 hours or 50 percent on grant activities @ $19,760 per year for a cumulative total (for all 10 part-time staff members) of $197,600.

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. The costs of fringe benefits are allowable under 2 CFR 200.431 provided that the benefits are reasonable and are required by law, a non-Federal entity-employee agreement, or written policy of the non-Federal entity. The FMCSA will only reimburse fringe costs for personnel and only for the percentage of time they devote to the project. In your narrative, explain how the fringe benefit amount is calculated (e.g., actual fringe benefits, rate approved by the Health and Human Services Statewide Cost Allocation Plan or cognizant agency). Explain what is included in the benefit package. **Do not combine the fringe benefit costs with direct salaries and wages in the personnel category.**

Below is a sample fringe benefit budget narrative. Note that that the personnel in the personnel budget narrative should be reflected in the fringe benefits budget narrative. The level of personnel participation (full-time or part-time) must also correspond to the fringe charged.

Fringe Benefits Budget Narrative				
Position(s)	**Fringe Rate**	**% of Time**	**Annual Salary**	**Total Cost**
Supervisor	16.72%	100	$58,240	$9,738
Staff Member (full time)	16.72%	100	$39,520	$6,608
Staff Member (part-time)	16.72%	50	$39,520	$3,304
Sub-Total Fringe Benefits				***$19,650***
Fringe benefits include cost of health insurance, retirement, workers' compensation, and unemployment benefit plans. It is calculated at the average rate of 16.72 percent as recognized by the cognizant agency. This rate is applied to the average hourly rate of $28 per supervisor and $19 per staff member, with a projected 2,080 hours worked annually for each. The 1 part-time staff member will average 50 percent working on the program or an average of 1,040 hours.				

Travel costs include field work activities or travel to professional meetings. The FMCSA reviews the travel budget to ensure that amounts are reasonable based on the level of effort described in the project plan and alignment with 2 CFR Part 200.475.

Some helpful tips: Include estimates for unforeseen travel such as possible FMCSA required meetings, with estimated costs of attendance. Explain the reason for travel expenses for project personnel (staff training, field interviews, advisory group meeting, etc.) and, if known, identify the location/destination of travel. Do not include payroll, fringe, or other costs listed as part of the travel; payroll is included in Personnel, fringe is included in Fringe, and fuel costs are included in Other. Travel costs must not be bundled but must show how total was determined by itemizing cost for airline, lodging, taxi, etc. Reminder: Travel conducted by consultants/contractors or guest travel should be accounted for and itemized under Contractual Budget Category.

Below is a sample travel budget narrative. Costs for **employee** attendance at conferences can be put into the budget without the need to break out what the daily cost will be; however, when vouchered, costs should be reported as actuals. Expenses must be auditable (i e., backed up by actual days on the road, State per diem costs, hotel expenses, and any allowable miscellaneous costs).

<table>
<tr><th colspan="4">Travel Cost Budget Narrative</th></tr>
<tr><th>Purpose</th><th># of Staff</th><th>Days</th><th>Total Cost</th></tr>
<tr><td>Routine Travel</td><td>10</td><td>10</td><td>$4,600</td></tr>
<tr><td>San Diego Conference</td><td>15</td><td>5</td><td>$28,410</td></tr>
<tr><td>Total Cost for Travel:</td><td></td><td></td><td>$33,010</td></tr>
<tr><td colspan="4">Costs represent necessary travel funds for staff members to perform their assigned duties for X (describe the activities to support the project plan). Reimbursement is based upon the current State per diem and rules. The per diem rate for each day is $46. (NOTE: Travel by contractors should be included as part of the contract’s cost.)
[Training, course or meeting title] in San Diego for 15 staff members with an average cost per person of $600 for airfare or $9,000; $204 State-approved per diem or $3,060; $290 for hotel accommodation or $4,350; and $800 for registration fees or $12,000; for a total of $28,410.
Airfare for training in Arlington, VA for 3 persons with an average airfare cost (per person) of $900 x 3 persons = $2,700.</td></tr>
</table>

Equipment is tangible personal property with a useful life of more than one year and a unit acquisition cost of the lesser of the capitalization threshold established by the non-Federal entity or $5,000. The FMCSA evaluates the need for the equipment (e.g., ratio of employees to equipment) in the budget narrative and how it supports project activities. The FMCSA also evaluates the extent to which the equipment is being used to support more than one cost objective. If it does, FMCSA reviews the cost to ensure the expenses have been properly allocated. Additionally, FMCSA reviews past performance information to determine if the same equipment for the project/program was purchased in previous years. If the same equipment was previously purchased for the same project/program in previous years, the applicant must explain the need for the additional equipment.

If the applicant's capitalization threshold is less than $5,000, please state in narrative the threshold level to support it was properly categorized. Items costing less than $5,000 each should be categorized as supplies or other, depending on the item.

- Explain the purpose and use of each item of equipment. Prorate the costs based on allocability/time/percentage of use in the performance grant activities, if applicable.
- Common purchases like a computer system (when purchased as a package – such as keyboard, monitor, and hard drive as a single unit) are considered equipment if the total cost of each of those units exceeds the threshold. If these same items are purchased individually (not as a package) and each component is below the threshold, list these costs as supplies.
- Do not bundle expenses. Itemize based on number of items, per unit cost and detailed justification.
- When developing your budget, analyze the cost/benefit of purchasing versus leasing equipment, particularly high-cost items, and those subject to rapid technical obsolescence. **List rented or leased equipment costs** in the contractual or the other object class, depending on your procurement method. See the guidance under the other object class for additional information.

Equipment Cost Budget Narrative			
Item Name	**# of Items**	**Cost per Item**	**Total Cost**
Vehicles	3	$30,000	$90,000
Total Cost for Equipment:			**$90,000**
The Applicant requests 3 new vehicles to perform covert monitoring as replacements for vehicles that have reached their useful life as determined by the State's vehicle replacement policy. These vehicles will only be used for grant eligible purposes and are needed to achieve the activities proposed in the application. The cost for purchasing the vehicles is approximately $30,000 each based on the State's procurement contract. *(If requesting an SUV, please explain why it's necessary to meet the objectives of the project plan.)*			

Supplies are tangible personal property other than equipment. The FMCSA evaluates supplies costs to ensure a sufficient level of detail that would allow an informed reader to understand the standard office supplies are reasonable. For example, an applicant does not need to provide details on the number of paper clips and pens. However, FMCSA will not accept a bundled amount for office supplies totaling, for example, $8,000 a year per person without including how the total was derived.

Some helpful tips:

- A good way to document supplies is to indicate the approximate expenditure of the unit as a whole. For example, pens, paper clips, staples, etc., can be presented as a bundled amount.
- Remember to include a quantity and unit cost for larger cost supply items such as computers, printers, printer ink, etc.

Supplies Cost Budget Narrative				
Item Name	**# of Units/Items**	**Unit of Measurement**	**Cost per Unit**	**Total Cost**
General office supplies	12	month	$39	$468
Laptop computers	12	each	$2,000	$24,000
Sub-Total Supplies				**$24,468**
General office supplies include paper, printer ink, etc., for 26 staff members in the program. These 26 staff members require supplies that are estimated at $39 per month for 12 months. Ten part-time staff members require laptop computers, which will be used only to fulfill project activities. These staff members perform assigned duties as described in the project's narrative. There 10 part-time staff members needing laptops; the extra two laptops are requested for replacement purposes.				

Contractual costs are associated with a legal instrument by which a recipient purchases property or services necessary to carry out the Federal project.

The FMCSA reviews the contractual budget narrative to ensure it contains sufficient descriptive information about what specific costs (products and/or services) would be charged to the grant, a rationale for how those costs were derived, and the applicability and necessity of each to the grant.

Include the name of the vendor/subrecipient, if known. If not, indicate that the selection is pending and an estimated timeframe when the vendor/sub-grant recipient will be selected. In the application, the most important component of the contractual budget narrative is the purpose of the contract/sub-grant and how the cost was estimated/derived.

Guidance for Contract Costs:

A contractor is one who provides goods and services within normal business operations; provides similar goods or services to many different purchasers; normally operates in a competitive environment; provides goods or services that are ancillary (but necessary) to the operation of the Federal program. A contractor is not subject to Federal compliance requirements as a result of the grant, though similar requirements may apply for other reasons.

For example, contractual costs could include training, maintenance contracts, or other service contracts except those which belong in different object classes such as equipment or supplies (depending upon your organization's policy). The term "procurement" is used to identify the process of acquiring goods and services from sources outside of the grant recipient organization. When procuring goods and services under a Federal award, an organization must follow the procurement standards at 2 CFR Parts 200.317 - 200.326 and same policies and procedures it uses for procurements for its non-Federal funds. Non-competitive procurements should only be used in limited circumstances and should be a last resort. Non-competitive procurements must comply with 2 CFR Part 200.320(c).

Guidance for Subrecipient Costs:

A subaward is an award provided by the recipient (also known as a pass-through entity or prime recipient) to a subrecipient. Characteristics of a subrecipient include that the subrecipient has its performance measured in relation to whether objectives of a Federal program were met; has responsibility for programmatic decision making; is responsible for adherence to applicable Federal program requirements specified in the Federal award; and (in accordance with its agreement) uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity. For more information in determining subrecipients see 2 CFR Part 200.331.

A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. Federal regulations require that all sub-grant recipients obtain and maintain active System for Award Management registration at all times during an active Federal award.

If you intend to provide funding to another organization as a subaward, provide a new object class budget narrative and line-item budget for each sub-grant recipient organization. See table example on the next page

Contractual Cost Budget Narrative	
Description of Services	**Total Cost**
Contract services for programming: 800 hours @ $250	$200,000
Total Cost for Contractual:	**$200,000**
Contract services for programming include an assessment of the data timeliness and quality of State data systems; in addition, the contractor oversees the development of plans to implement improvements to the system that support the State's programs. The contractor will install the necessary software and ensure that it is compatible with all existing platforms.	

Other costs are costs that do not fit within any of the other object class categories. Typical costs in this category include rent for buildings **(note: purchase of building and space are not allowable)** used to conduct project activities, utilities, and printing costs. FMCSA reviews other costs to determine whether these costs are consistent with the proposed work plan and are necessary to complete the approved work plan. The FMCSA also evaluates the costs to ensure that no unallowable costs, such as entertainment expenses, are included.

A lease is considered Other cost when you are not the prime on the contract; rather, you are partnering with a different agency in your State or using a shared utility, facility or other services purchased through the State for one or more agencies. A lease is considered a contractual cost when you directly engage, and form a contract with, a vendor.

Group Other object class costs whenever possible (e.g., space, rental, communication, printing, maintenance) in the budget and explain how they support the grant activities.

Ensure that other costs such as professional services, audit, postage, printing, and facilities expenses are not already accounted for in either your IDC rate agreement or cost allocation plan.

Other Cost Budget Narrative				
Item Name	**# of Unit/ Items**	**Unit of Measurement**	**Cost Per Unit**	**Total Cost**
Printing materials	1000	Item	.50	$500
Total Cost for Other:				**$500**
Printed materials are used during outreach activities and at national stakeholder meetings. The average cost per unit is $0.50.				

Indirect Costs: IDC are costs incurred for common or joint objectives that benefit more than one project but are not easily or accurately allocable to more than one project. They may be administrative and/or operational. The FMCSA reviews IDC rates to ensure the rate is valid, calculations are correct in the budget, and that the rate is applied to the appropriate base.

Remember to include your IDC rate agreement with your application in Grants.gov if your project's budget will include IDCs. If your rate will not be approved by the application due date, attach the letter of renewal or letter of request that you sent to your cognizant agency. This documentation is used as a placeholder until the rate is approved. Recipients may not receive reimbursement for IDCs until the rate is approved.

To support the budgeted IDCs, provide the calculations that were used to derive the amount, such as the base to which the IDC rate was applied, the rate, and the total amount. Applicants should use the terminology employed in their IDC agreement/letter submitted with their application.

Indirect Cost Budget Narrative:

Type of Rate: Provisional, Fixed or pre-determined rate	**Rate percentage**	**Base of Budgeted amount**	**Total IDC Cost**
General & Administrative (G&A)	3.5%	$10,000	$350
Overhead	5.0%	$12,000	$600
Total Cost for Other:			**$ 950.00**

See attached IDC agreement, DOJ is cognizant agency, to support the rates used in budgeting.
The G&A base of $10,000 is Labor+Fringe benefits. The overhead base is $12,000, which is labor, fringe and other direct costs.