

***Notice of Funding Opportunity
Summary Information***

Federal Agency Name:	U.S. Department of Transportation (US DOT) Federal Motor Carriers Safety Administration (FMCSA) Grants Management Office (GMO); MC-BG 1200 New Jersey Avenue SE West Building Washington, DC 20590
Funding Opportunity Title:	Commercial Motor Vehicle Operator Safety Training Program
Announcement Type:	Initial
Assistance Listing Number:	20.235
Key Date – Application Due Date:	April 26, 2019 5:00pm EST
Point of Contact:	Financial/Application concerns: Rikita Jarrett 202-366-4186 Rikita.jarrett@dot.gov Programmatic concerns: Wendy Cunningham 360-481-4485 Wendy.cunningham@dot.gov

SECTION A - PROGRAM DESCRIPTION

1) Overview

The Federal Motor Carrier Safety Administration (FMCSA) announces the Fiscal Year (FY) 2019 Commercial Motor Vehicle Operator Safety Training (CMVOST) grant program Notice of Funding Opportunity (NOFO) to solicit applications from organizations that provide commercial motor vehicle (CMV) operator training, including accredited public or private colleges, universities, vocational-technical schools, post-secondary educational institutions, truck driver training schools, associations and State and local governments, including Federally-recognized Native American Tribal governments, that support CMVOST activities. The FMCSA will also accept applications from non-accredited institutions that are approved by the U.S. Department of Labor (DOL) as eligible training providers to accept Workforce Innovation and Opportunity Act (WIOA) grants and approved by the State Approving Agencies (SAAs) and the U.S. Veterans Administration (VA) to accept VA benefits.

The FMCSA is responsible for the implementation and administration of the CMVOST grant program, which is authorized by the Fixing America's Surface Transportation Act, Pub. L. No. § 114-94, §§ 5101(b) and 5101(c). The CMVOST program is governed by 49 U.S.C. §§ 31103 and 31104 (2016), as amended. In accordance with the provisions of the Consolidated Appropriations Act, 2019 (Pub. L. No. 116-6), \$2,000,000 for CMVOST grant funding is available in FY 2019.

The U.S. Department of Transportation's strategic goals are:

- **SAFETY:** Reduce transportation-related fatalities and serious injuries across the transportation system.
- **INFRASTRUCTURE:** Invest in infrastructure to ensure safety, mobility and accessibility and to stimulate economic growth, productivity and competitiveness for American workers and businesses.
- **INNOVATION:** Lead in the development and deployment of innovative practices and technologies that improve the safety and performance of the Nation's transportation system.
- **ACCOUNTABILITY:** Serve the Nation with reduced regulatory burden and greater efficiency, effectiveness and accountability.

The FMCSA's mission is to reduce crashes, injuries and fatalities involving large trucks and buses. One of FMCSA's programmatic activities includes awarding grants for operator safety training.

The CMVOST grant program supports the Secretary's strategic goals. The purpose is to expand the number of commercial driver's license (CDL) holders possessing enhanced operator safety training to help reduce the severity and number of crashes on U.S. roads involving CMVs. Additionally, this grant seeks to assist current or former members of the U.S. Armed Forces, including National Guard and Reservists, obtain a CDL.

This NOFO provides important information about the FY 2019 CMVOST program activities/projects and guidance related to preparing and submitting a grant application.

CMVOST grant funds are awarded through a competitive grant process. No assurance of funding is implied, nor should it be inferred.

After the initial posting of the NOFO, the FMCSA Grants Management Office (GMO) may make changes to the NOFO announcement in www.Grants.gov if there are statutory changes to the CMVOST program for FY 2019.

Training providers should be aware that the FMCSA established new minimum training requirements for certain individuals applying for their CDL for the first time; an upgrade of a CDL; or a hazardous materials, passenger, or school bus endorsement for the first time. These individuals are subject to the entry-level driver training requirements and must complete a prescribed program by an entity that is listed on FMCSA's Training Provider Registry. The compliance date of this new requirement is February 7, 2020. For more details on these requirements, please visit: <https://www.gpo.gov/fdsys/pkg/FR-2016-12-08/pdf/2016-28012.pdf>

2) FY 2019 CMVOST National Priorities.

All applications must support a public purpose listed below. The FMCSA may not award grant funding to individuals for personal gain, such as individual requests for obtaining specialized training required for CDL licensing or to any private business for direct financial gain or profit. The FMCSA will prioritize the funding for tuition assistance for students meeting the definition of Qualified Student below.

i) to help reduce the severity and number of crashes involving CMVs on U.S. roads by expanding the number of CDL holders possessing enhanced operator safety training.

Applicants must provide information such as:

- a) the number of students expected to be recruited, the number of students expected to complete the training/course curriculum, and the number of students expected to be placed in CDL driver positions;
- b) the duration, curriculum, and general content of the training;
- c) job placement for the students following graduation; and
- d) monitoring and evaluating protocols that are in place to measure success and performance outcomes.

ii) to assist current or former members of the U.S. Armed Forces, including National Guard and Reservists, as well as certain family members, obtain a CDL.

The spouses and children of service members are also eligible for such training, with or without the service member. These individuals are referred to as “Qualified Students” and referenced as such for the remainder of this document.

Applicants must provide information such as:

- a) proximity to a military installation or other nearby opportunities to reach veterans;
- b) existence of an on-campus Veterans Affairs and Placement office; and
- c) copy of published all inclusive tuition costs, broken down by costs (e.g., student activity fees, range fees, and misc expenses) that the college includes as tuition requirements.

SECTION B – FEDERAL AWARD INFORMATION

1) Funding and Number of Awards.

The FMCSA anticipates making approximately 20 awards totaling \$2,000,000 as a result of this NOFO, subject to the availability of funds in the FY 2019 Appropriations Act.

2) Type of Awards.

The planned award type is a Grant.

3) Period of Performance.

Pursuant to 49 U.S.C. § 31104(f)(4), the CMVOST grant awards have a period of performance that is the fiscal year of award plus one additional fiscal year. The period of performance begins upon the award date.

4) Degree of Federal Involvement.

☒ **[Grant]** Substantial involvement is not expected between FMCSA and the recipient when carrying out the activity outlined in the agreement. FMCSA provides financial assistance, technical expertise, and oversight. Grantees provide the effort and expertise necessary to carry out the approved activities to improve CMV safety. The FMCSA grantees are responsible for achieving the work described in their grant award, complying with the grant requirements laid out in the grant award and the Terms and Conditions, the local administration of the grant, and monitoring and oversight of any sub-grantees or sub-contractors.

The anticipated Federal involvement may include:

- Technical assistance and guidance to the recipient;
- Close monitoring of performance; and
- Participation in status meetings including kick off meeting and annual programmatic and budget reviews.

SECTION C – ELIGIBILITY INFORMATION

1) Eligible Applicants.

Educational institutions accredited by an accreditation agency recognized by the U.S. Department of Education will be considered for funding.

Non-accredited institutions that are approved by the U.S. DOL as eligible training providers and who accept WIOA grants; and approved by the SAAs, and the VA to accept VA benefits will be considered for funding.

All applicants must submit documentation to support that the entity meets the eligibility described (see Checklist in Appendix A).

2) Cost-Sharing and Match requirements.

There is a 15 percent grantee matching requirement for this grant program. Any eligible type of cost included in the approved budget may be used as match, and grantees may vary the costs used as match from voucher to voucher, provided those costs were included in the approved budget. Costs that have not been approved by FMCSA as part of the project's budget may not be used as match.

All award costs, including match, must comply with Office of Management and Budget (OMB) regulations, including 2 CFR §§ 200.306 and 215.23 (*see also* § 200.96, § 200.99, and § 200.434).

The required 15 percent match may not consist of funds received from other Federal awards, directly or indirectly.

SECTION D - APPLICATION AND SUBMISSION INFORMATION

1) Submission of Application.

The applicants must complete and submit all forms included in this Notice at www.grants.gov.

When completing the Application for Federal Assistance SF-424 form, applicants must indicate the application type is a “CMVOST” in box 15, “Descriptive Title of Applicant’s Project.”

2) Content and Form of Application Submission.

The application must follow the format and limitation stated below:

Application must be prepared on 8 1/2 x 11-inch paper.

Margins (Top, Bottom, Right and Left) no smaller than 1” (Header and Footer are allowed in the margins) on all pages.

Times New Roman 12 pt. font must be used for all text, including tables and graphs.

Application must be submitted in a format readable by Microsoft (MS) Word 2010, Excel 2010, or in text searchable PDF formats (as applicable).

The application narrative is limited to 25 total pages. The FMCSA will not read or consider any materials beyond the specified page limit in the application review process. NOTE: The 25 total page limit will apply to the narrative section only. Submission of documentation and forms described in Appendix A will not count against the application page limit.

The application package must contain the elements listed below and all documentation described in [Appendix A](#) to be considered for an award, [Appendix B](#) contains examples for formatting purposes only, but are not required to be used.

i) Project Narrative: Problem Statement and Performance Objective (5 page maximum): A description of the goal(s) of the application and the applicable program priority(ies) met by the application’s projects. Include in this introduction specific information about the results the applicant proposes to achieve. *Example: To expand the number of individuals receiving commercial motor vehicle operator safety training in order to reduce the severity and number of crashes on U.S. roads involving commercial motor vehicles. Specifically, to recruit current and former members of the United States Armed Forces (including Guard members and Reservists) and their spouses or children (Qualified Students), provide them with superior safety-focused training, and offer placement services to assist them in becoming employed in the transportation industry*

ii) Activity Workplan (5 page maximum): A description of the applicant’s quantifiable goal related to the above problem statement. This must be measured in four activity areas:

a) Activity 1 – Recruiting Qualified Students: *Example: Applicant has a wide recruitment network that concentrates on outreach to veteran and military applicants.*

Applicant's recruiting staff uses existing veteran organizations, visits to military bases, public advertising and promotion, and job fairs in coordination with local workforce training agencies to achieve focused recruiting of current and/or former members of the military.

b) Activity 2 – Training Qualified Students: applications must clearly describe the type of training and the number of hours each. *Example: The program takes approximately 4-6 weeks to complete and includes 105 hours of classroom instruction, 25 hours of off-road training and 44 hours of behind-the-wheel training; the curriculum is as follows (insert course listing here – attach a copy of the course catalog for the program with all requirements and tuition costs that are published for the general public).*

c) Activity 3 – Providing Students with Post-graduation Job Placement Assistance: *Example: Concurrent with training, students are given numerous opportunities to speak with on-site recruiters; students are given guidance in interviewing strategies for achieving employment; students are provided with assistance and counseling in evaluating pay, benefits, lifestyle, and location pros and cons.*

d) Activity 4 – Providing Qualified Students with Fees or Expenses: *Example: All fees and expenses, including books, materials, and permit and testing fees are included in each student's tuition. The Applicant routinely hosts job fairs and other work-related skills classes and seminars on campus at no charge to the student.*

iii) Program Evaluation and Monitoring Plan (5 page maximum): A description of how the applicant will measure progress towards the performance goals and objectives by using quantifiable measures to capture performance outcomes. The measurement must include specific benchmarks that can be reported on in the quarterly progress report, if practicable, or as annual outcomes. *Example: All academic and skills training for each student will be documented weekly and compared to current baseline training data to determine the effectiveness of training activities and program administration; data will be maintained for each course on the number of students recruited, qualified, enrolled, and graduated, the number of students that passed the CDL test, and the number placed in the trucking industry. If the Grant is budgeting for personnel expenses that support the recruitment, management, and placement services for qualified students, the applicant must submit the total number of qualified students recruited, enrolled, graduated, and placed. The total number must reflect tuition assistance provided from all funding sources by source (e.g., FMCSA, the GI Bill, the Department of Labor).*

iv) Organizational Capacity (5 page maximum): This section demonstrates that the applicant has the expertise to successfully implement the stated strategies and achieve its stated goal(s). This section includes information related to the applicant's training program, its ability to conduct recruitment and career placement, and its ability to successfully manage a Federal financial assistance award. *Example: The Applicant has been providing CDL training since 1986 and is the preferred training provider for several large government and for-profit organizations. It maintains an on-campus Office of Veterans Affairs and is recognized by GI Jobs Magazine as a military-friendly program. Its experience includes*

training drivers in the safe operation of all commercial vehicles, including passenger vehicles and tankers.

v) Budget Narrative (5 page maximum): A budget narrative is a description by budget category (object class or type of expense) that details the costs necessary to complete the proposed projects. The budget narrative ensures that the applicant has properly documented proposed costs. The level of detail should be sufficient to justify the funding requested. Guidance on how to develop an application budget narrative is included in Appendix B. Match or cost share must also be clearly defined. All costs in the budget narrative, SF-424 and SF-424A **must be rounded to the nearest whole dollar amount.**

3) Sam.Gov requirement.

The applicant must:

- 1) Be registered in the System for Award Management (SAM) before submitting an application at <https://www.sam.gov> and,
2. Provide a valid Data Universal Numbering System (DUNS) number on the SF-424. If you do not have a DUNS number, you can get one free through the D&B website: <https://fedgov.dnd.com/webform/displayHomePage.do> .

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.

4) Submission Dates and Times.

i) Deadline.

Unsolicited applications will not be accepted. FULL AND COMPLETED APPLICATIONS for Commercial Motor Vehicle Operator Safety Training Grants ARE DUE ON **April 26, 2019** by 5:00pm 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. Within two business days of receipt of your submission, 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 responsibility for a timely and complete submission. Click [here](#) for more information.

ii) Consideration of Applications.

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

iii) Late Applications.

The FMCSA will not consider a late application except under extraordinary circumstances. A late application will only be accepted if there is a large-scale natural disaster or a grants.gov system issue that threatens the timely submission of a grant application. Problems with computer systems at the applicant organization, 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.

5) Intergovernmental Review.

All applications under the Notice are subject to Executive Order (E.O.) 12372. The applicants with a Single Point of Contact (SPOC) and therefore a requirement to comply with E.O. 12372 are listed in the Office of Management and Budget's Web site.

www.whitehouse.gov/omb/grants/spoc.html.

6) Funding Restrictions.

The FMCSA will not award grant funds for instructor or administrative support salaries or other general recurring expenses associated with the applicant's daily operations. The Agency expects that these expenses will be recovered as part of the standard tuition rate or via an approved indirect cost rate.

All coursework, including classroom and range time, and placement services that are being sought for reimbursement under this application must be completed prior to the period of performance end date. Proper planning is critical for fulfilling the grant objectives within the period of performance. The FMCSA will not pro-rate costs.

Pre-award costs are not eligible for reimbursement. All costs must be allowable, allocable, reasonable, and necessary to achieve the stated goals, and must comply with the cost principles in 2 CFR part 200. Compliance with these requirements is the responsibility of the grantee recipient of Federal funds. Costs must also be consistently applied and documented. These standards are described in the applicable cost principles and administrative requirements in 2 CFR §§ 200.400 through 200.475. Failure to adhere to these requirements may result in reimbursements under the award being deemed improper and subsequently disallowed.

Eligible CMV operator grant program costs include, but are not limited to:

- i) The proportional share of salaries for program recruitment and job placement coordinators who recruit Qualified Students and assist them with post-graduation employment when these individuals are not already funded directly or indirectly with other federal funding, already included in the agency's Indirect Cost Rate pools, or already included in the tuition costs.
- ii) Travel expenses related to attending student recruitment and job placement events that are directly related to identifying and recruiting Qualified Students or assisting them in finding employment for which a CDL is required; the results of those recruitment and assistance efforts must be appropriately tracked and reported in PPRs.
- iii) Costs for recruitment materials (such as handouts for a job fair, a poster in a military facility's announcement area, etc.). NOTE: promotional items such as key chains, coffee mugs, pens, tote bags, and the like are not allowable, even if intended solely to publicize or promote the program; and
- iv) Fringe benefits, indirect costs, contractual costs or other costs that directly benefit students by supporting recruiting and job-placement activities for Qualified Students in the program. Instructor salaries, administrative staff or support salaries, associated fringe benefits for those salaries, and other general recurring expenses associated with the Applicant's daily operations that are expected to be part of the cost of tuition, are not eligible for Federal reimbursement, and cannot be used to meet the required match.

The FMCSA will not approve reimbursement requests for indirect costs if an approved indirect cost rate agreement is not in force for the period of time that the indirect cost expenses are incurred. The FMCSA will not approve reimbursement requests for fringe benefit expenses calculated by using a rate if there was not a fringe benefit rate approved by the recipient's Federal cognizant agency for indirect costs in place for the period of time the fringe benefit expenses were incurred. In the absence of such a Federally-approved fringe rate agreement, the FMCSA will approve reimbursement of fringe benefit costs based on actual costs incurred.

All FMCSA grant programs are cost reimbursable, which means that grant recipients must first expend their own money before vouchering by submitting an invoice to FMCSA for costs associated with approved activities identified in the grant agreement. Recipients will be reimbursed by FMCSA for actual costs incurred, subject to any required match, 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. The recipients must request reimbursement at least once each quarter.

The FMCSA will not reimburse an amount that is more than the Federal share of costs incurred as of the date of the voucher.

Recipients must submit requests for reimbursement electronically through the Delphi eInvoicing System (iSupplier). Additional information is available at: <http://www.dot.gov/cfo/delphi-einvoicing-system>.

7) Other Submission Requirements.

Applications must only 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 at 1-800-518-4726 or e-mail at support@grants.gov 24 hours a day, 7 days a week (closed on Federal holidays).

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

- i. Create a username and password
- ii. Establish an E-Business point of contact (POC) in order to respond to the registration emails.
- iii. Establish an 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. FMCSA will not consider late applications due to failure to register or comply with *Grant.gov* requirements.

SECTION E - APPLICATION REVIEW INFORMATION

1) Initial Intake Review -Eligibility Criteria.

All applications received by the due date will undergo an initial intake review to determine if the application is eligible for a Merit Evaluation Review. The eligibility criteria are listed below.

Applications that meet the eligibility criteria are then reviewed and subject to a Merit Evaluation Review process where each complete application is evaluated by multiple organizations within FMCSA including: a technical review panel (TRP), grant specialists, program officers, and FMCSA staff responsible for day-to-day grant management oversight. The reviewers also consider the budget, program specific aspects, past performance, and Department of Transportation objectives in determining the application's ratings.

2) Review and Selection Process.

i) Merit Evaluation Review.

The Merit Evaluation Review consists of the following areas: 1) Technical Merit, 2) Budget Review/Cost Analysis, 3) Program-Specific Aspects, and 4) Past Performance.

1. Technical Merit.

This review provides an independent assessment of the technical/programmatic merit of an application. At least three qualified individuals are selected to review each application to ensure diversity of perspective and knowledge. The TRP individuals are selected based on their technical education and experience and the extent to which the individual has engaged in relevant work, the capacities in which the individual has done so, and the quality of such work.

The reviewers will evaluate CMVOST applications to determine the extent to which:

- a) The application is written in a manner that will allow FMCSA to monitor performance based on FMCSA reporting requirements;
- b) The proposed project/program is reasonable in scope, addresses existing and emerging commercial driver's license safety issues, and is likely to succeed in achieving its goals;
- c) The proposed expenditures are reasonable and necessary for the project's success, based on prior personnel, budgetary practices, and past performance, and costs are allowable under applicable Federal regulations; and

- d) The applicant has effectively managed current project tasks (e.g., performance is within budget and on schedule).

2. Budget Review/Cost Analysis.

This review provides an assessment of: 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 reviewers will consider whether budget components such as staffing, training, and travel components are clearly linked to the project's goal(s) and are necessary to adequately compensate, equip, train, and enable personnel to conduct the activities included in the project plan.

The budget evaluation helps identify project-related risks which must be considered prior to recommendation, in addition to those risks arising from technical uncertainty.

The reviewers will evaluate CMVOST applications and other information, including, but not limited to:

- 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) Budget costs are allowable, allocable, necessary and reasonable per Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- c) Cost in a particular cost category been properly identified as allowable, with the necessary detail for its use, and not duplicative to the other budget line items;
- d) The appropriate cost match is documented, as applicable;
- e) All equipment, training, and travel components are clearly linked to the project goal and are necessary to adequately equip, train, and enable personnel to conduct the activities included in the project plan;
- f) A debarment and suspension review that included a review of the applicant's administrative capability self-certification form and a check against the records in SAM (currently the Federal Awardee Performance and Integrity Information System. *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 § 200.205](#) Federal awarding agency review of risk posed by applicants; and
- h) An evaluation of the applicant's Single Audit in accordance with the Single Audit Act. 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 Aspects.

The application must include clearly-identified performance goals and measurements that are supported by an appropriate and identified data source and that includes benchmarks and timelines that will facilitate evaluating the applicant's progress towards project completion.

The reviewers will evaluate CMVOST applications to determine the extent to which:

- a) There are any issues or findings from monitoring activities (e.g., audit, program, or process reviews) that demonstrate the applicant's violation of the grant terms and conditions; and
- b) The application indicates how the recipient will continuously contribute to the success of the project by evaluating performance and outcomes and making adjustments as necessary.

4. Past Performance.

This review provides information that is considered to be a possible indicator of future performance. Applicants that have previously received FMCSA grant funding will be evaluated in part on their ability to complete prior year awards on time, their compliance with those grant terms and conditions, and the results of FMCSA grant monitoring activities. 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.

The reviewers will evaluate CMVOST applications to consider whether the applicant's previous performance and financial reports were submitted late, were incomplete or incorrect, and/or consistently required an extension of the deadline for submission.

ii) Other Review Information.

After applying the above Merit Evaluation Review, FMCSA will take into account the following key Departmental objectives:

1. Supporting economic vitality at the National and regional level;
2. Utilizing alternative funding sources and innovative financing models to attract non-Federal sources of infrastructure investment;
3. Accounting for the life-cycle costs of the project to promote the state of good repair;
4. Using innovative approaches to improve safety and expediate project delivery; and
5. Holding grant recipients accountable for their performance and achieving specific, measurable outcomes identified by grant applicants.

iii) Ratings.

Following the Merit Evaluation Review and other review information, applications are then prioritized using the ratings shown below based on the applicable criteria to the application.

1. Highly Responsive: Applicant fully addresses all aspects of the criterion, convincingly demonstrates that it will meet the Government's performance requirements, and demonstrates minimal or no weaknesses.

2. Responsive: Applicant fully addresses all aspects of the criterion and demonstrates the likelihood of meeting the Government's expectations and requirements, but may include a few weaknesses.

3. Somewhat Responsive: Applicant addresses most aspects of the criterion and demonstrates the ability to meet the Government's performance requirements but contains significant weaknesses and/or a number of minor 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.

4. Not Responsive: Applicant does not sufficiently address the criterion and the information presented indicates a strong likelihood of failure to meet the Government's requirements.

iv) Selection Process.

After the evaluation process, FMCSA will select projects for funding applying the selection criteria noted above and the ratings assigned to the applications.

3) Additional Information.

Prior to award, each selected applicant will be subject to a risk assessment, as required by 2 CFR § 200.205. Depending on the level and severity of the Agency's risk assessment findings, FMCSA may determine that the applicant is not qualified to receive the award and use that determination as a basis for making an award to another applicant. 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:

- i) A debarment and suspension review that included a review of the applicant's administrative capability self-certification form and a check against the records in SAM (currently the Federal Awardee Performance and Integrity Information System);
- ii) 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;
- iii) 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 § 200.205 Federal awarding agency review of risk posed by applicants; and
- iv) An evaluation of the applicant's Single Audit in accordance with the Single Audit Act. 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

1) 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, and will be sent through GrantSolutions. It must be accepted by the recipient before the end of FY 2019. 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.

After the application review process, FMCSA may find it necessary to contact the applicant with additional questions or for clarification of the application's components. The FMCSA also reserves the right to determine the amount of awarded funding, including but not limited to factors such as reductions in the scope of work, funding level, period, or method of support prior to recommending any project for funding. Although the process is intended to be collaborative, FMCSA reserves the right to make final decisions on all awards. If selected for funding, applicants may be required to submit a supplemental budget or project narrative based on a partial or modified grant recommendation. FMCSA expects to contact applicants if necessary during the spring of 2019. This contact between applicants and FMCSA does not constitute any assurance that funding will be awarded.

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

Acceptance of the grant award constitutes the grantee'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.

The FMCSA does not expect to make awards prior to July 2019.

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 appeals process for unsuccessful applications for discretionary grant funds.

2) 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.

All coursework, including classroom and range time, and placement services that are being sought for reimbursement under this application must be completed prior to the period of performance end date. Proper planning is critical for fulfilling the grant objectives within the period of performance. The FMCSA will not pro-rate costs.

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

3) Reporting.

The grant 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-FFR, also known as the SF-425). Recipients may elect to submit financial reports electronically through GrantSolutions and/or by email; contact the primary or secondary point of contact listed in the overview of the funding notification for additional information. Recipients should submit quarterly performance reports via email. Additional quarterly report information and other required forms and templates are available at <http://www.fmcsa.dot.gov/mission/grants/grantee-resources>.

If the Federal share of all currently active Federal awards exceeds \$10,000,000 at any time over the period of performance, financial assistance recipients 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 the FMCSA's Grants Management Office as listed below:

Telephone: (202) 366-0621 (Grant 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: 9:00 a.m. to 5:00 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. The FMCSA encourages applicants to sign up for Grants.gov emails to be notified of any 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; share best practices and lessons learned; and answer questions from prospective applicants as allowed by Agency policy. Conference registration information will be posted to this NOFO announcement on Grants.gov.

The FMCSA is not obligated to make any Federal award as a result of this announcement. Funding amounts made available under this program may be impacted by limitations placed on the spending authority and appropriations enacted for FMCSA. The FMCSA is not responsible for any monies expended outside the scope of the grant agreement by the applicant and is not responsible for any monies expended prior to the award date on the grant agreement.

Issuance of the NOFO and any post-submission contact of prospective applicants do not constitute an award commitment on the part of FMCSA. The FMCSA reserves the right to reduce or revise applicant budgets as necessary. Only FMCSA authorizing officials can obligate the Federal government.

An application may be withdrawn at any time before a final funding decision is made regarding the application, and notifications will be sent as soon as practicable when awards are made. The FMCSA retains application materials for a period of three years for unsuccessful applications. As an applicant, your submission certifies that the statements made in the grant application are true and correct.

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](#): Project Narrative Guidance

APPENDIX A: Application Package Requirement Checklist

Below are the documents necessary to be considered as being responsive to this announcement. The table below lists the document names, description, location, and submission information.			
Document Name		Document Description and Location Information	Submit in:
	Brief Introduction	Include a description of the goal(s) of the application and the applicable program priority(s) met by the application's projects.	Grants.gov
	Problem Statement	A quantitative description of the identified problem. Include details on the data used to identify the problem and to establish the baseline.	Grants.gov
	Performance Objective	A description of the applicant's quantifiable goal related to the above problem statement.	Grants.gov
	Program Activity Plan	A description of the activities the applicant believes will help mitigate the problem.	Grants.gov
	Performance Measurement Plan	A description of how the applicant will measure progress towards the performance objective goal, such as quantifiable and measurable outputs.	Grants.gov
	Budget Narrative	A budget narrative is a description, by budget category (object class) that details the costs necessary to complete the proposed projects.	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	Required 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 form requests contact information for: 1) Additional Persons for the role of Authorized Representative Official (authorized signer); 2) Additional Persons for the role of Principal Investigator or Program Director (program/project manager); and 3) the lead role of Financial Official (Grants Manager). NOTE: If more than one individual is designated in the same role, one individual must be identified as primary. Available in the Grants.gov application package.	Grants.gov
	Attachment Form	Form used to submit supplemental attachments to support the grant application. Available in the Grants.gov application package. Documentation to show eligibility of accreditation by DOE, or for any non-accredited institution, documentation to show that the institution is approved by the DOL as eligible training providers and who accept WIOA grants and approved by the VA/SAA to accept VA benefits.	Grants.gov

	Indirect Cost Rate Agreement	Organization's signed current approved indirect cost rate from the cognizant Federal agency or letter of request to cognizant agency for rate establishment or adjustment.	Grants.gov
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Appendix B: Project Narrative Guidance

Insert Institution Name Here

Section 1 – Project Narrative

NOTE: THIS TEMPLATE IS NOT INTENDED TO BE ALL INCLUSIVE AND IS MEANT TO SERVE AS A GUIDE.

CONSULT THE CONTENT OF THE NOTICE ABOVE TO ENSURE APPLICATION IS COMPLETE.

Goal

To expand the number of individuals receiving commercial motor vehicle operator safety training in order to reduce the severity and number of crashes on U.S. roads involving commercial motor vehicles. Specifically, to recruit current and former members of the United States Armed Forces (including Guard members and Reservists) and their spouses (Qualified Students), provide them with superior safety-focused training, and provide placement services to assist them in becoming employed in the transportation industry.

Objective

Insert the requested information in the available column and any additional information that may support your application:

<u>Description</u>	<u>Response</u>
Your institution's publicly advertised <u>Tuition Cost for the CMV operator safety training program you conduct. (insert institution's tuition link for the public)</u>	\$
<u>Your tuition cost</u> for each student trained under this proposed program.	\$
Proposed number of <u>New Qualified Students Recruited</u>	
Anticipated number of <u>Students Graduated (based on the expected number of students recruited and the historical graduation rate for this program)</u>	
Anticipated number of <u>students employed in the transportation industry after graduation (based on the expected number of students graduated and the historical placement rate for this program)</u>	

Work Plan

This section describes the various tasks and program activities the Applicant proposes to carry out using grant funds to accomplish the objectives and mitigate issues identified in the problem statement. The

Work Plan must include a description of the site(s) where the work will be performed, the duration of each proposed task or activity, a list of required goods or services, the number of personnel necessary to conduct the activities, and the entire time schedule for the effort. The level of detail should be concise and sufficient to support the project goal and justify the funding requested in the budget.

Activity 1 – Recruiting Qualified Students:

Describe your proposed activities for recruiting Qualified Students for enrollment into your training program and note whether your published tuition includes student recruitment. (Does the institution already have recruiting personnel? How do they support if requesting funding for position? How many students will be recruited including and above requested tuition requested students?)

Insert Response Here

Activity 2 – Training Qualified Students:

Describe your proposed activities to provide superior, safety-focused CMV training for Qualified Students. Focus on the specific components of your training program. Include any details about the program that make it unique and a synopsis of the performance of the program in previous years. Include the amount of classroom, driving range, and on-the-road training included in your curriculum. Please include any endorsements the Qualified Students will qualify for after completing their CDL training. Are the endorsements included in the tuition base being requested? Is it broken out to show the costs by endorsement?

Insert Response Here

Activity 3 – Providing Graduated Students with Job Placement Assistance

Describe your proposed activities to assist in placing the trained students into the transportation industry after graduation.

Insert Response Here

Activity 4 – Providing Qualified Students with Fees or Expenses Outside Tuition Costs

Describe how published fees or associated costs not included in your published tuition will be paid (will students be responsible for costs, if not who will and describe how the expenses are recorded). All costs must be incurred and expensed prior to the last day of the period of performance in order to be eligible for reimbursement.

Insert Response Here

Program Evaluation and Monitoring Plan:

Evaluation or Monitoring Plan: This section explains how the Applicant will monitor program strategies to ensure they are being implemented as designed and are achieving desired results. Applicants should use the same program performance objectives established earlier in the application and describe how they plan to measure the effectiveness of each activity and strategy, such as using incremental benchmarks for a multi-phased strategy to determine whether targets/milestones were met. Applicants should also identify process evaluation measures that describe how their organization will remain focused on implementing a quality program on time and within budget. Providing a timeline to support the period of performance to indicate all class, range, and placement services that are being sought for reimbursement should be concluded prior to the end of the period of performance.

Evaluation and Monitoring:

Project Quarter	Anticipated Number of Students Recruited and Enrolled	Anticipated Number of Students Graduated	Anticipated Number of Students Placed in the Transportation Industry
Q4 – FFY 2019 – CMVOST			
Q4 – FFY 2019 – GI Bill			
Q4 – FFY 2019 – Department of Labor			
Q1 – FFY 2020 – CMVOST			
Q1 – FFY 2020 – GI Bill			
Q1 – FFY 2020 – Department of Labor			
Q2 – FFY 2020 – CMVOST			
Q2 – FFY 2020 – GI Bill			

Q2 – FFY 2020 – Department of Labor			
Q3 – FFY 2020 – CMVOST			
Q3 – FFY 2020 – GI Bill			
Q3 – FFY 2020 – Department of Labor			
Q4 – FFY 2020 – CMVOST			
Q4 – FFY 2020 – GI Bill			
Q4 – FFY 2020 – Department of Labor			

* Applicant will only need to complete information for other grant/funding programs if funding for recruitment is being requested.

Provide additional information describing how you will monitor the success of this project each quarter.

<i>Insert Response Here</i>

Organizational Capacity

This section demonstrates that the Applicant has the expertise to successfully implement the stated strategies and attain stated goal(s). This section includes information related to the Applicant's training program, its ability to conduct recruitment and career placement, and its ability to successfully manage a Federal financial assistance award. **This section may also be used to include a discussion on match requirements (match must be an eligible expense that supports the proposed objectives of the project being submitted).**

Describe Your Organizational Capacity to Conduct the Proposed Program and define any required match component.

<i>Insert Response Here</i>

- Section 2 – Budget Narrative

How to use this guidance:

1. Carefully read the instructions for each section. The FMCSA will only consider applications responsive if the information they provide is complete, clear, and accurate.
2. Within each section there is a table. This table allows the applicant to itemize specific costs and provide an explanation for those costs. Carefully review the instructions in *italics* in each table and provide the information that is indicated in *italics*.
3. Remember to include clear, concise explanations on how you came up with the costs and how the costs are necessary for project success.
4. The costs associated with tuition should be entered in the “Other Cost Budget Narrative” as the cost of tuition for each student, times the number of students, for the total training tuition amount requested.

Personnel Budget Narrative (SF-424A, Line 6a)				
Position(s)	# of Staff	% of Time	Hourly Salary/Wage	Total Cost
[Add additional lines, as necessary, especially if you are budgeting personnel overtime costs]				
Provide a narrative justifying the proposed personnel cost provided in the budget for employee(s) salaries that are directly associated with advertising, recruiting, and providing employment placement assistance for Qualified Students, if not already included in the institution’s Indirect Cost Rate Pool. Statement should be included to verify that any costs being budgeted here are neither included in the IDC pool nor supported by other Federal funding. Include the number and type of personnel, the percentage of time directly dedicated to the project (e.g., supporting the qualified students, and if applicable, the number of qualified students in excess of the number of tuition supported), hourly wage, and total cost. For additional information, please refer to Section B Program Cost Eligibility Criteria and Information.				

Fringe Benefits Budget Narrative (SF-424A, Line 6b)				
Position(s)	Benefit(s)	Rate	Base Amount	Total Cost
[Add additional lines, as necessary]				
Provide a narrative justifying the proposed fringe benefits costs provided in the budget (including the cost of employer's share of FICA, health insurance, workers' compensation, and vacation) that are directly associated with advertising, recruiting, and providing employment placement assistance for Qualified Students, if not already included in the institution's Indirect Cost Rate Pool. Statement should be included to verify that any costs being budgeted here are neither included in the IDC pool nor supported by other Federal funding. Include the number and type of personnel, the percentage of time directly dedicated to the project (e.g., supporting the qualified students, and if applicable, the number of qualified students in excess of the number of tuition supported), hourly wage, and total cost. For additional information, please refer to Section B Program Cost Eligibility Criteria and Information. Include a description of specific benefits that are charged to a project and the benefit percentage.				

Travel Cost Budget Narrative (SF-424A, Line 6c)				
Purpose	# of Staff	Method of Travel	Days	Total Cost
[Add additional lines, as necessary]				
Provide a narrative justifying the proposed travel costs provided in the budget guidance which are directly associated with advertising, recruiting, and providing employment placement assistance for Qualified Students. If a published tuition is being utilized within this application, the applicant must certify that any costs detailed within the budget are not already part of the published tuition cost or Indirect Cost Pool. Provide the purpose, method of travel, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.				

Supplies Cost Budget Narrative (SF-424A, Line 6e)			
Item Name	# of Units	Cost per Unit	Total Cost
[Add additional lines, as necessary]			
Provide a narrative justifying the proposed supplies costs provided in the budget guidance which are directly associated with training, advertising, recruiting, and providing employment placement assistance for Qualified Students and that are not included in student tuition or Indirect Cost Pool. Indicate the approximate expenditure of the unit as a whole. Include a quantity and unit cost for larger cost supply items such as computers and printers.			

Contractual Cost Budget Narrative (SF-424A, Line 6f)	
Description of Services	Total Cost
[Add additional lines, as necessary]	
Provide a narrative justifying the proposed contractual costs provided in the budget guidance which are directly associated with training, advertising, recruiting, and providing employment placement assistance for Qualified Students. If including consulting cost provide the rationale for all costs.	

Other Cost Budget Narrative (SF-424A, Line 6h)			
Item Name	# of Qualified Students or Units	Cost per Qualified Student or Unit	Total Cost
[Add additional lines, as necessary]			
Provide a narrative justifying the proposed “Other” costs provided in the budget guidance; typically, this cost category is used for student tuition; show the per student cost and the number of students to be trained (all associated costs elements in cost per student need to be defined; include any other costs that are directly associated with advertising, recruiting, and providing employment placement assistance for Qualified Students but are not already included in the categories above or Indirect Cost Pool. You must itemize and justify ALL “Other” direct costs.			

BUDGET NARRATIVE GUIDANCE

What is a Budget Narrative?

The budget narrative explains the “what, “how” and “why” of a line item cost to carry out grant project goals and objectives. A budget narrative is a narrative explanation of each budget component that supports the costs of the proposed work. The budget narrative should describe why each budget item is required to achieve the proposed project goals and objectives. It should also explain in detail how budget costs were calculated.

The budget narrative should be clear, specific, detailed, and mathematically correct.

The FMCSA reviews the budget narrative to confirm that costs are allowable, allocable, necessary, and reasonable. A well-developed budget narrative is also an effective management tool; a budget that doesn't represent a project's needs makes it difficult to recommend for funding and to assess financial performance over the life of the project. The budget narrative:

- Describes your need for or the necessity of an expense;
- Documents how reasonable the request is and conveys your judgment as well as the feasibility of the project based on available and proposed resources;
- Helps FMCSA review high-risk cost items to determine funding.
- Describes how much of each cost will be provided by Federal funding and how much will be contributed as match. Include this information in the narrative section for each type of cost. NOTE: The total project's cost must reflect an 85 percent Federal contribution and a 15 percent match contribution, but which costs are used to provide the required match is at the applicant's discretion.

What Costs are included in a Budget Narrative?

Personnel: Personnel costs are salaries for employees working directly on a grant project. Only include costs for personnel employed by your organization. Costs should be consistent with that paid for similar types of work within the organization. Individuals not employed by your organization will be classified as either a sub-grantee or contractor. See the contractual object class for additional information.

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 work plan. The labor mix should be consistent with the caliber of effort – professional/nonprofessional/clerical – required by the grant work plan. The FMCSA also reviews the personnel budget to determine whether the salary ranges proposed are reasonable.

Fringe Benefits: 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 provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or written policy of the non-Federal entity. The FMCSA will only reimburse fringe costs for the personnel performing grant-related duties and only for the percentage of time they devote to the project. Some helpful tips:

- Explain how the fringe benefit amount is calculated (e.g., estimated fringe benefit percentages or a fringe rate approved by the Health and Human Services State Wide 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.

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.

Travel: Travel costs include field work activities or meeting travel. The FMCSA reviews the travel budget to ensure that amounts are reasonable based on the level of effort described in the project plan. The FMCSA evaluates out-of-state travel to ensure the trips planned are necessary to complete the scope of work and that the number of travelers is consistent with the trip's purpose. Some helpful tips:

- Include estimates for potential travel such as possible FMCSA required meetings, with estimated costs of attendance.
- Explain the reason for travel expenses for project personnel and, if known, identify the location/destination of travel.
- Do not include payroll, fringe, or other costs listed as part of the travel. For example, payroll/fringe is included in personnel and fuel costs are included in other.

Costs for employee attendance at required conferences, such as with FMCSA, 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 (e.g. able to be backed up with actual days on the road, state per diem costs, hotel expenses, and any allowable miscellaneous costs).

Equipment: Generally, equipment costs are not part of this type of grant program; and, therefore, should not be included in your budget.

Supplies: Supplies are tangible personal property other than equipment. The FMCSA evaluates supplies costs to ensure that enough detail is provided to enable an informed reader to understand that the cost is reasonable. For example, an applicant need not provide details on the number of paper clips that it will purchase. At the same time, FMCSA cannot accept an amount for office supplies that would equal, say, \$8,000 a year per person without further clarification. Some helpful tips:

- A good way to document supplies is to indicate the approximate expenditure of the unit as a whole (e.g., office supplies for the unit cost \$XX per month).
- Remember to include a quantity and unit cost for larger cost supply items such as computers and printers.

Contractual: Contractual costs are not typically part of this grant. A contract is 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.

A helpful tip: Include the name of the vendor/sub-grantee, if known. If not, indicate that the selection is pending and an estimated timeframe by which the vendor/sub-grantee 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 or 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.

A contract means a legal instrument by which a non-Federal entity purchases services needed to carry out the project or program under a Federal award. A contractor provides the goods and services within normal business operations; provides similar goods or services to many different purchasers; normally operates in a competitive environment; and 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 that belong in different object classes such as 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 grantee organization. When procuring property and services under a Federal award, an organization must follow the same policies and procedures it uses for procurements using non-Federal funds. Non-competitive procurements should only be used in limited circumstances and should be a last resort.

Guidance for Sub-grant Costs: These costs are not typically part of this grant. A sub-grant is an award provided by the grantee (also known as a pass-through entity or a prime recipient) to a sub-grantee. A sub-grantee's performance is measured in relation to whether objectives of a Federal program were met; a sub-grantee is responsible 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.

A sub-grant 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-grantees obtain and maintain a Data Universal Numbering System (DUNS) number and continue to maintain an 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 sub-award, provide a new object class budget narrative and line item budget for each sub-grantee organization.

Other: 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 used to conduct occasional project activities, for leases, and for printing costs. The FMCSA reviews Other costs to determine whether these costs are consistent with the proposed work plan, are necessary to complete the approved work plan, and are not duplicative of costs included in the indirect cost amount. The FMCSA also evaluates the costs to ensure that no unallowable costs, such as entertainment expenses or souvenirs, are included. Some helpful tips:

- A lease is considered an Other cost when you are not the prime on the contract, e.g., 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; include a description by cost of each expense classified as Other.
- Ensure that Other costs such as professional services, audit, postage, printing, facilities expenses and so forth are not already accounted for in either your indirect cost rate agreement or cost allocation plan.

Indirect Costs: Indirect costs 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 indirect cost rates to ensure the rate is valid, calculations are correct in the budget, and that the rate is applied to the appropriate base. NOTE: the approved indirect cost rate for most schools excludes tuition, scholarship, or other direct student support such as housing or a transportation stipend from the base to which indirect costs can be applied.

Remember to include your indirect cost rate agreement with your application in Grants.gov if your project's budget will include indirect costs. 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. Grantees may not receive reimbursement for indirect costs until the rate is approved.

To support the budgeted indirect costs, include the base to which the indirect cost rate was applied, the rate, and the total amount.

How to use this recommended format:

1. Carefully read the instructions for each section. The FMCSA will only consider applications responsive if the information they provide is complete, clear, and accurate.
2. For each section, insert the requested information into the available fields (denoted by a bold, red outline).