U.S. Department of Transportation

Federal Motor Carrier Safety Administration

Fiscal Year 2015

Commercial Vehicle Information Systems and Networks Grant Program

Notice of Funding Availability

Announcement Type:	Grant
Catalog of Federal Domestic Assistance Number:	20.237
Program Purpose:	The Commercial Vehicle Information Systems and Networks grant program provides funding for States to deploy, operate, and maintain elements of their CVISN programs, including commercial vehicle, commercial driver, and carrier-specific information systems and networks.
Eligibility Information:	The FMCSA may award CVISN funds to agencies of States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the U.S. Virgin Islands that are designated as the lead agency in the State's CVISN Program Plan and Top-Level Design (PP/TLD). Individuals and businesses are not eligible to apply.
Application Due Date:	February 2, 2015 (11:59 P.M. Eastern Standard Time)

A. CVISN Grant Program Description

The Federal Motor Carrier Safety Administration (FMCSA) announces this Fiscal Year (FY) 2015 Commercial Vehicle Information Systems and Networks (CVISN) program Notice of Funding Availability (NOFA) to solicit applications from State agencies, including the District of Columbia and U.S. territories that are designated as the lead agency in the State's CVISN Program Plan and Top-Level Design (PP/TLD). Individuals and businesses are not eligible to apply. The FMCSA provides CVISN funds to advance technological capability and promote the deployment of intelligent transportation systems (ITS) applications for commercial vehicle operations (CVO), including commercial motor vehicle (CMV), commercial driver, and carrier-specific information systems and networks. These ITS/CVO applications include the real-time sharing of CMV safety data between FMCSA and CVISN States, online permitting and credential payment systems between States and motor carriers, electronic safety and credential screening of CMVs past weigh stations with the vehicles in motion, regional truck parking availability and reservation systems, and active work zone notification and routing systems for CMVs.

CVISN funding is authorized based on authorities provided in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) Pub. L. No. 109-59, §§ 4101(c)(4), 4126, 119 Stat. 1144, 1715, 1738-41 (2005), *as amended by* Moving Ahead for Progress in the 21st Century (MAP-21), Pub. L. No. 112-141, §§ 32603(c) and 32605 (2012), as extended by The Highway and Transportation Funding Act of 2014, Pub. L. 113-159, § 1102 (August 8, 2014). The CVISN program is governed by 49 United States Code (U.S.C.) 31106, Historical and Statutory Notes, as amended.

FY 2015 CVISN Program Project National Priorities

The FMCSA will first fund projects that advance States towards meeting core deployment. Remaining funds will then be awarded for expanded CVISN deployment projects, and, finally, for core or expanded maintenance projects (e.g., memberships, fees, dues, and other related program maintenance costs). Additional information about the types of grants is included in Section C.

Priority funding consideration will be given to applications that:

1. **Deploy or Enhance the Commercial Vehicle Information Exchange Window (CVIEW).** The CVIEW is an integral part of the CVISN program and is a key mechanism through which agencies within a State can share commercial vehicle credential and safety information among themselves and with other jurisdictions. This interstate data exchange enables numerous critical safety programs, including real-time electronic screening of interstate vehicles. *NOTE: Only with all States deploying and maintaining CVIEWs, can CVISN's*

exponential safety and productivity benefits be FULLY realized!

2. **Improve CVISN-related Data Uploads.** The purpose of these projects is to improve credentialing data quality when information is uploaded from the State to the Safety And Fitness Electronic Records (SAFER) system. Applications should include projects that ensure CVIEW applications capture updates sent to SAFER system on a daily basis and should describe the measures to ensure the accuracy and quality of the data exchanged, promote efficient system communication, and prevent system corruption or performance degradation.

3. **Improve Virtual Weigh Stations.** These projects are only eligible for expanded CVISN States. Eligible improvements include, but are not limited to, weigh in motion scales, cameras, optical character recognition technology, screening software, and system integration projects. A quality project application should describe the measures how the virtual station expands the geographic scope and effectiveness of a State's truck size and weight enforcement program and how existing vehicle safety and credential monitoring and screening programs are improved.

4. **Implement, and Improve, CVISN Safety, Quality, and Productivity Performance Metrics.** Projects that directly support the collection and reporting of FMCSA-defined CVISN performance metrics: 1) time savings and efficiency benefits from safety information exchange; 2) time and cost savings from electronic credentialing systems; 3) data quality improvements in terms of achieving and maintaining a minimal error rate per several thousand uploads; and 4) safety, efficiency, and environmental benefits from electronic screening and smart roadside systems.

5. **Research, Test, and Deploy Workzone & Incident Electronic Notification Systems.** These projects are only eligible for expanded CVISN States. The purpose of these projects is to implement an alert system that will notify the commercial motor vehicle (CMV) driver of an active work zone, traffic congestion or an incident ahead. The alert system must be able to be broadcasted through the CMV's transponders, electronic on-board systems, cell phones, and/or motor carrier routing and dispatching systems.

B. Award Information

Use the information below to help you make an informed decision about whether to submit an application.

Total Amount of Funding FMCSA Expects to Award:	$25,000,000

Anticipated Number of Awards:	25
Expected Amounts of Individual Awards (based on previous year estimates):	Award Ceiling: $2,500,000 Award Floor: $25,000
Anticipated Start Date/Period of Performance:	Upon Execution through August 31, 2018 Funding amounts made available for reimbursement may be impacted by limitations placed on the spending authority and appropriations enacted for FMCSA.
Application Type:	Applications are for new FMCSA awards only. Applications for renewal or supplementation of existing projects are not eligible. The fifty percent (50%) portion of State's funding must be for the project for which the federal funds approved for expenditure within the CVISN grant, and shall not be from funds the State spends on other CVISN-related projects or programs.

C. CVISN Grant Program Eligibility Information

There are five types of CVISN grants: 1) core or expanded PP/TLD development grants; 2) core deployment grants; 3) expanded deployment grants; 4) core maintenance grants; and 5) expanded maintenance grants. The table below outlines eligibility requirement for each of the 5 types of CVISN grants:

Type 1: Core or Expanded PP/TLD Development Grants	
Purpose	**Eligibility Requirements**
Provide management framework and system architecture to guide CVISN deployment – and – Advise policy and decision makers regarding the funding and technical resources required for successful CVISN implementation.	For States that have not yet met core deployment, SAFETEA-LU and its predecessor authorizing statute (the Transportation Equity Act for the 21st Century), FMCSA may not award an aggregate total in excess of $2.5 million in core deployment grants to a State. Contact the FMCSA Grants Management Office (GMO) if you need information regarding this eligibility requirement. A State may not apply for a PP/TLD development grant and a grant to carry out the activities in the PP/TLD in the same grant.

Type 2: Core Deployment Grants	
Purpose	**Eligibility Requirements**
Carry out CVISN capabilities in the areas of safety information exchange, credentials administration, and electronic screening. Some examples of projects include (but are not limited to) inspection reporting, electronic processing of fees, screening transponder-equipped trucks automatically pass roadside inspection stations at highway speeds.	You must submit the most recent PP/TLD and FMCSA PP/TLD approval letter along your application materials for FMCSA review. For States that have met core deployment: Upon completion of core deployment and FMCSA verification, the **maximum** amount a State may receive for an expanded deployment grant in any fiscal year is $1 million. Under SAFETEA-LU and its predecessor authorizing statute (the Transportation Equity Act for the 21st Century), FMCSA may not award an aggregate total in excess of $2.5 million in core deployment grants to a State.

Type 3: Expanded Deployment Grants	
Purpose	**Eligibility Requirements**
Carry out capabilities that exceed the requirements of core deployment, improve safety and productivity of commercial motor vehicle operations, and enhance transportation security.	To be eligible for an expanded deployment grant, your organization must first become core-deployed (certified): • You must certify that deployment activities are consistent with the national Intelligent Transportation Systems (ITS) and CVISN architectures/standards, promote interoperability and efficiency; and • You must agree to execute FMCSA interoperability tests to verify that State systems conform with the national ITS architecture, applicable standards, and protocols.

Type 3: Expanded Deployment Grants (Continued)	
Purpose	**Eligibility Requirements**
Note: A State with a Commercial Vehicle Information Exchange Window (CVIEW) system (or equivalent) that is offline, and/or not uploading complete accurate data, is no longer considered to have completed core deployment and therefore is not eligible to apply for a CVISN expanded deployment grant until the CVIEW is back online.	Upon completion of core deployment, the maximum amount a State may receive for an expanded deployment grant in any fiscal year is $1 million. States must submit the most recent PP/TLD along with the application materials for FMCSA review.

Type 4: Core Maintenance Grants	
Purpose	**Eligibility Requirements**
Allow funding for memberships, fees, dues, and other related program costs that maintain or support core deployment activities.	For States that have not yet met core deployment: You must have a core PP/TLD approved by FMCSA to be eligible for core maintenance funds.

Type 5: Expanded Maintenance Grants	
Purpose	**Eligibility Requirements**
Allow funding for memberships, fees, dues, and other related program costs that maintain or support core deployment activities.	For States that have met core deployment: You do not have to submit an expanded PP/TLD to be eligible for a maintenance grant.

D. Application and Submission Information

The FMCSA utilizes Grants.gov (*www.grants.gov*) for accepting program applications. All FY 2015 applications must be submitted electronically through this site; however, applicants requiring additional accessibility or accommodation associated with submitting this grant application should contact the FMCSA Grants Management Office (GMO). Unsolicited applications will not be accepted.

How do I know that my application has been received by Grants.gov?

Once Grants.gov has received your submission, they will send 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) confirms application receipt by the Grants.gov system; and 2) indicates that the application has either been successfully validated by Grants.gov prior to transmission to FMCSA or has been rejected due to errors. Click here for more information.

STEP #1: To apply, the applicant must complete the Grants.gov registration process. Note that the new registration process can take as long as four weeks.

STEP #2: Every applicant must be: 1) registered in the System for Award Management (*www.SAM.gov*) before submitting the application; 2) provide a valid Data Universal Numbering System (DUNS) number in its application; and 3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by FMCSA. The FMCSA may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time FMCSA is ready to make an award, then 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.

STEP #3: The Applicant must download the grant application package from Grants.gov, complete it, and submit the completed application package with required attachments through Grants.gov on or before the **deadline of 11:59 P.M. (EST) on Monday, February 2, 2015**. The FMCSA does not own or maintain Grants.gov and is therefore unable to provide technical assistance; all technical assistance issues should be directed to Grants.gov.

For Grants.gov assistance, contact:	
Phone:	1-800-518-4726 (toll-free) or 606-545-5035
Business Hours:	24 hours a day, 7 days a week
	Closed on Federal holidays
Email:	support@grants.gov

Modifications to an application after it has been submitted will require a resubmission of the entire application package. The applicant must notify the FMCSA GMO prior to resubmitting the package. Submitting changes to Grants.gov without contacting the FMCSA GMO could significantly delay application submission and may result in the application not being reviewed.

The FMCSA will consider a late application on a case-by-case basis; late applications are not automatically accepted. A late application may 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 the program application or complete required registrations by the submission deadline are not considered system issues.

Content and Form of Application Submission—

Applicants are not required to use the project or budget narrative format below, however; doing so helps ensure that the application meets the established minimum requirements. For all submissions, the application must be on 8.5" x 11" paper, using either the "Times New Roman" or "Arial" font type in 12 point. Page margins must be at least 0.5" overall. There is no specific page limitation.

1. **Brief Introduction:** Include a 1-2 sentence description of CVISN grant type, 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 outputs the application proposes to achieve. For each goal identified, the applicant must provide a problem statement, performance objective, program activity plan, and performance measurement plan. Example:

    - The goal of this project is to expand the State's E-Screening capabilities by installing 10 Virtual Weigh Stations to include DOT# and Optical Character Reading technology that will query the State's CVIEW for inspection decisions based on given criteria.

2. **Problem Statement:** A brief, quantitative description of the identified problem. Include details on the data used to identify the problem and to establish the baseline (include data source, date, and explain how the applicant collects, maintains, and analyzes the data). Example:

    - [The Applicant] has seen an increase in commercial vehicle traffic without corresponding increase in staff levels over the past several years – some of it is pass-thru traffic and others due to new business and expansions. There is a need to monitor traffic along high crash corridors in the State and ensure that noncompliant carriers

are identified and subsequently inspected in order to provide targeted enforcement and enhance safety screening.

3. **Performance Objective:** A description of the applicant's quantifiable goal related to the above 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.

   NOTE: If you are asking for funding for a physical project, please include the GIS coordinates (Lat/Long) of that project. Example:

   - [The Applicant] will install 10 virtual weigh stations (VWS) with E-Screening technology along designated high crash corridors and by-pass locations in an effort to identify high risk carriers with limited resources. The VWS is estimated to produce a XX percent increase in identifying OOS carriers and a XX percent reductions in crashes along instrumented corridors and routes. The GIS coordinates for the VWS' are as follows; #1 is located at xx degrees Latitude/yy degrees Longitude…

4. **Program Activity Plan:** A description of the activities the applicant believes will help mitigate the problem. Example:

   - [The Applicant] will maximize its limited resources with the ability to target non-compliant carriers thru the use of technology enhanced screening decisions, thus allowing compliant carriers to by-pass inspection areas.

   - [The Applicant] will provide additional training to officers in how to use the installed technology to detect non-compliant carriers.

5. **Performance Measurement Plan:** A description of how the applicant will measure progress towards the performance objective goal, such as quantifiable and measurable outputs (hours, carrier contacts, inspections, etc.) and in terms of performance outcomes. The measure must include specific benchmarks that can be reported on in the quarterly progress report, if practicable, or as annual outcomes. Example:

   - [The Applicant] will track the installation of the 10 VWS with the use of the project milestones outlined in the accepted project plan.

   - [The Applicant] will train all CMV enforcement personnel in the use of the new technology before the Go-Live date as outlined in the project plan.

- [The Applicant] will collect baseline, or "Before" data, to be used for measurable comparisons to data collected "After" the VWS is deployed.

- [The Applicant] will continually monitor:
  - Number of crashes/injuries/fatalities as a result of focused enforcement on high-risk operators
  - Improved compliance with weight and safety regulations
  - Reduced congestion at inspection areas

6. **Budget Narrative:** 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. The level of detail should be sufficient to justify the funding requested. A sample budget narrative format is included in Appendix C.

Application Form Requirements—

1. **SF-424 – Application for Federal Assistance:** Standard application form for all Federal assistance requests available in the Grants.gov application kit.

2. **SF-424A – Budget Information for Non-Construction Programs:** Standard budget form for requests for Federal assistance available in the Grants.gov application kit.

   NOTE: On page 1 of the SF-424A, the applicant may indicate up to four (4) projects requested. The applicant should clearly indicate the title of each project in the boxes provided in Column A. If there are more than four (4) projects proposed, please submit only the total for all projects on the SF-424A on Grants.gov and then provide the detailed breakdown of each project using the Excel version of the SF-424A form as a supplemental form.

   The Excel version of the SF-424A is located on the Grantee resources page at:

   http://www.fmcsa.dot.gov/mission/grants/sf-424a-budget-worksheet%C2%A0

3. **SF-424B – Assurances for Non-Construction Programs:** Standard assurances form associated with accepting Federal assistance funds available in the Grants.gov application kit. This document indicates that the applicant organization is in substantial compliance with various programs, regulations, and Federal laws.

4. **Grants.Gov Lobbying Form:** Standard lobbying form available in the Grants.gov application kit for applicants to indicate that they do/do not engage in lobbying activity.

5. **SF-LLL – Disclosure of Lobbying Activities:** Standard form for applicants to report their lobbying activities available in the Grants.gov application kit. Only applies to applicants that have lobbying activities to disclose.

6. **Key Contacts Form:** Form to include the individuals that will be responsible for a Federal award. It is available in the Grants.gov application kit. Contacts for three positions are required: 1) Authorized Designated Official (ADO), 2) Principal Investigator or Program Director (PI/PD); and 3) Financial Official (FO). Annotate on the form if the same individual is responsible for multiple roles.

    - **Authorized Designated Official** (Authorized Signer): This individual is authorized to sign a grant award on behalf of the organization. This individual is typically the head of the organization or a designee (e.g., Colonel, Director, Commissioner, etc.).

    - **Principal Investigator or Program Director** (Program/Project Manager): This individual has daily program implementation oversight. This role is typically performed by a project/program manager (e.g., Unit Commander, Project Coordinator, etc.)

    - **Financial Officer** (Grants Manager): This individual is responsible for monitoring grant program finances and providing clarification on financial information such as budget details, Single Audits, invoice support documentation, etc. This role is typically performed by a grant, finance, or administrative/program specialist.

7. **Attachment Form:** Supplemental form to submit attachments. Available in the Grants.gov application kit.

8. **Indirect Cost Rate Information:** If the budget includes indirect costs, attach a copy of the fully executed, negotiated agreement. If the 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 to your application. The FMCSA does not require indirect cost rate information if the applicant is not claiming indirect costs.

IMPORTANT!

Attachment file names must be limited to the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period.

Using any other characters will cause the application to be rejected by Grants.gov!

9. **FMCSA Administrative Capability Questionnaire (ACQ)**
This self-certification questionnaire is used by FMCSA to assess your organization's administrative management systems, infrastructure, policies, and resources. It is located within the Grants.gov "Full Announcement" tab.

If you have already sent in an ACQ to FMCSA in response to a FY 2015 NOFA, you do not need to send a new one.

10. **CVISN-Specific Attachment**

    Each applicant must review, sign, and return the CVISN-Specific Attachment (Attachment D) with the application. This document is a self-certification to certify that the applicant applying for FY 2015 CVISN funding meets the conditions for participation under SAFETEA-LU §4126. This section requires CVISN program organizations to certify that CVISN deployment activities, including hardware procurement, software and system development, and infrastructure modifications:

    1. Are consistent with the national intelligent transportation systems and CVISN architectures and available standards;

    2. Promote interoperability and efficiency to the extent practicable; and

    3. Certify to execute interoperability tests developed by the FMCSA to verify that systems conform with the national intelligent transportation systems architecture, applicable standards, and protocols for CVISN.

Application Cost Guidance/Funding Restrictions—

Costs charged to FMCSA grants must be in accordance with the applicable cost principles. All reimbursable items must be necessary, reasonable, allocable, and allowable to accomplish the goals of the program. These standards are described in the applicable cost principles and administrative requirements per 2 CFR §§ 200.400 through 200.475, with the exception of §§ 200.416-200.417, which include Special Considerations (only) for States, Local Governments, and Indian Tribes, and §§ 200.418-200.419, which include Special Considerations (only) for Institutions of Higher Education.

A list eligible core and expanded CVISN grant program activities/costs is included in Appendix B. Generally, allowable costs under the CVISN grant include, but are not limited to: 1) salaries, wages, and fringe benefits of the personnel associated within the funded project; 2) equipment related to information technology hardware and software (whether it will be purchased or leased); 3) contractor support and consulting services, data acquisition, storage, and analysis that are specifically identifiable as CVISN program-related to develop a database to coordinate resources and improve efficiency; 4) travel related to project objectives; 5) ongoing CVISN-related Operations and Maintenance (O&M) costs, system maintenance and licensing fees, and CVISN-related memberships and fees related to maintain electronic screening and data clearinghouse functionality.

CVISN Match Requirements—

The CVISN projects supported by FMCSA grants require a 50 percent match/cost share. Thus, for each dollar awarded in a grant, a State must provide a matching dollar from State and/or private sources. Sources of matching funds must financially support the same CVISN-eligible project proposed for Federal funding in the application.

Grantees may only match the project with non-federal funds that support the respective core projects and expanded project(s) that are funded with the respective grants. In other words, the grantee is limited to using match that supports the specifically funded projects and shall not use financial support from one non-federally funded project to meet the match requirements of the federally funded project. Additionally, over match from one federally funded project in one fiscal year, cannot be utilized to meet the required match in another federally funded project in a different fiscal year.

Funding from any other FMCSA financial assistance programs (e.g., Motor Carrier Safety Assistance Program, Performance and Registration Information Systems Management, and Safety Data Improvement Program) may not be used as a match for a CVISN grant. The total Federal share of CVISN-related project supported by other grant sources may not exceed 80 percent of the project costs; however, if other federal grant sources are used as match in any particular project, it must be for expenses that support that project for which it is used to meet the match requirement. States may not use other Federal funds to make up any part of the match for CVISN projects, unless the authorization or appropriation language for the funding states that the funds may be used as matching funds and the funds are used in that project.

E. Application Review Information

All applications received by the due date and time are subjected to an initial intake review. This intake review determines whether: (1) the applicant is eligible for an award; (2) the information required by the NOFA has been submitted; and (3) all program eligibility requirements described in the NOFA are satisfied. Applications that pass the intake review will be subjected to a comprehensive evaluation. Applications in response to this announcement are evaluated by a cross-discipline team: technical review panel (TRP), grant specialists, program officers, and FMCSA staff responsible for day-to-day grant management oversight.

Each application is reviewed in the following areas:

1. **TRP Merit Review:** 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. 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.

TRP reviewers will evaluate applications to determine the extent to which:

- Proposed methodology meets the stated objectives of the notice of funding availability;
- Proposed work identifies and/or makes progress on new/existing concepts; and
- Proposed work is based on sound principles to gauge performance and project success.

TRP reviewers will also evaluate applications to determine the extent to which it describes specific activities that support the objective of the program. In evaluating this, the reviewers will consider whether:

- Adequacy and feasibility of the approach to achieving the notice of funding availability's stated objectives;
- Appropriateness, rationale, and completeness of the proposed statement of project objectives; and
- Adequacy of the proposed project schedule, staffing plan, and proposed travel or other costs identified by the program office.

Finally, TRP reviewers will evaluate applications to determine the extent to which it describes a plan that:

- Clarity, completeness, and appropriateness of the application management plan in establishing a credible project and how it will be implemented and managed;
- Clarity, logic and effectiveness of project organization, including subgrantees, to successfully complete the project; and
- Adequacy and availability of proposed personnel, facilities and equipment to perform project tasks.

TRP members will utilize the below adjectival ratings for each component above and as a final summary determination based on all components reviewed.

- **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.

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

- **Somewhat Responsive:** Applicant addresses most aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. However, the Application 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.

- **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.

2. **Budget Review/Cost Analysis.** This review provides an assessment of allowable costs in accordance with Federal grant requirements, the cost realism of the budget estimate, appropriateness and reasonableness of resources, and reasonableness and feasibility of the schedule relative to the application timeline. Importantly, the budget evaluation provides initial insight to project-related risk, beyond those dealing with technical uncertainty, which is considered prior to recommendation.

   Reviewers will evaluate CVISN applications to determine the extent to which:

   - 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;

   - Budget costs are allowable, allocable, necessary and reasonable per Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and

   - Costs 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.

3. **Federal Awarding Agency Review of Risk Posed by Applicants.** This review provides a risk assessment on each applicant's organization. The risk assessment is conducted in several parts: 1) 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; 2) a review of the applicant's history with other Federal agencies in Single Audit Clearinghouse Database; and 3) 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.

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. The FMCSA may also impose additional grant award terms and conditions above its customary general terms and conditions.

4. **Applicant Past Performance w/ FMCSA.** This review provides information that is considered as a possible indicator for predicting future performance. Many applicants for FMCSA programs have received FMCSA funding in the past and will be evaluated against their ability to complete prior year awards on-time, compliance with grant terms and conditions, and results from FMCSA grant monitoring activities. Applicants with no prior FMCSA grant awards will not be eliminated from funding consideration.

   Reviewers will evaluate CVISN applications to determine the extent to which:

   - The application is written in a manner that would allow FMCSA to monitor performance based on FMCSA reporting requirements;

   - The proposed project/program is reasonable in scope, adequate to address existing and emerging commercial vehicle safety issues, and likely to succeed in achieving its goals;

   - Based on prior personnel and budgetary practices, and past performance, the proposed expenditures are reasonable and necessary to conduct the proposed projects and if costs are allowable under applicable Federal regulations; and

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

   Reviewers will also:

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

   - Include information whether 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; and

   - Provide any feedback on the application's significance, approach, and feasibility.

Consideration of Program-Specific Aspects: The FMCSA will consider other aspects in the review of the application, in addition to an application's merit, budget, risk assessment, and past performance. These aspects relate to program-specific policy areas that may factor into an award recommendation. CVISN program-aspects include:

- A project or group of projects which represents a diversity of technical approaches or methods;
- Efforts that are complementary and/or duplicative, which, when taken together, will best achieve the goals and objectives;
- Different kinds and sizes of organizations in order to provide a balanced programmatic effort and a variety of different technical perspectives; and
- Projects with a broad or specific geographic distribution.

Applicant Negotiation—

After the application review process, FMCSA may find it necessary to contact the applicant with additional questions for clarification. The FMCSA also reserves the right to negotiate with the submitting applicant regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding. An applicant may be required to submit a supplemental budget or project narrative based on a partial or modified grant recommendation. The FMCSA expects to contact applicants and/or conducting negotiations (if necessary) on or about **April 16, 2015**. The FMCSA does not expect to make final awards prior to **August 2015**. Any contact made by FMCSA with an applicant shall not be inferred as a precursor to a final award at any level or that an award will made after questions are responded to, or additional documents are provided by, the applicant.

F. Award Administration Information

This is a discretionary grant program. Funding decisions shall depend on the quality and completeness of the information provided. The FMCSA does not have an appeals process for unsuccessful applications for discretionary grant funds.

Upon receipt and approval of the complete application package, FMCSA will award funding as soon as administratively practicable. An award recipient may be required to submit a supplemental budget or project narrative based on a partial or modified grant award.

The FMCSA will consider the results of the reviews outlined in this NOFA, applicant responses (if applicable) and recommend that the application: 1) be approved for award from currently available funds (in its entirety or in part); or 2) be declined due to insufficient funds or unfavorable review. Once the FMCSA Administrator approves the recommendations, they are presented to the United States Secretary of Transportation for final approval. The FMCSA may

not award grants or release information concerning application recommendations until Secretarial approval is obtained.

In addition to Secretarial approval, FMCSA may not 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, at its discretion; issue partial funding awards up to the level authorized and provided that the above conditions are met. Additional information on the budget process may be found in OMB A-11: http://www.whitehouse.gov/omb/circulars_default/.

After approval, the GMO issues the Notice of Grant Award (NGA) to the recommended applicant via GrantSolutions (www.grantsolutions.gov), the FMCSA grant management system. Attached to the NGA is the FMCSA Financial Assistance Agreement General Provisions and Assurances (grant terms and conditions). Applicants must agree to the terms and conditions before grant funds will be awarded. A copy of the FY 2015 terms and conditions is located within the Grants.gov "Full Announcement" tab. The FMCSA is updating these terms and conditions to comply with OMB requirements and will make them available, by request, in FY 2015. Contact the FMCSA GMO for additional information.

The grant terms and conditions outline the reporting requirements that the recipient must meet after award. Reporting responsibilities include quarterly program performance status using the Performance Progress Report (SF-PPR) and quarterly financial status using the Federal Financial Report (SF-FFR). For FY 2015 FMCSA grant awards, recipients must use GrantSolutions to submit the SF-FFR. The recipient is required to submit the quarterly SF-PPR via email until the FMCSA has made the necessary GrantSolutions system modifications that will allow for electronic SF-PPR reporting. Roll-out is scheduled in FY 2016.

Additional quarterly report information and other required forms and templates are available at:

http://www.fmcsa.dot.gov/mission/grants/grantee-resources

All FMCSA grant programs are cost reimbursable. Reimbursement means that grant funded entities must first expend their own money for activities identified in the grant application. Entities will then be reimbursed by FMCSA for actual costs incurred. All FMCSA recipients must request reimbursement on a quarterly basis. This request must include a signed Request for Advance or Reimbursement (SF-270) and a detailed expenditures worksheet with a written explanation of how the funds were used. All costs must be in line with the approved budget, OMB cost principles, related FMCSA and other policies. 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.
If an applicant is not selected for funding, they will not receive any communication until all funding recommendations have been approved by the United States Secretary of Transportation.

At that time, FMCSA will send a letter to notify those applicants who were not funded. The FMCSA does not have an appeals process for unsuccessful applications for discretionary grant funds.

G. Agency Contact—

Contact your FMCSA Division Office to obtain further information concerning program requirements, as well as the Federal Motor Carrier Safety Regulations. For general information about funding and requirements, please contact the FMCSA Grants Management Office (GMO):

By E-mail:
FMCSA_GrantMgmtHelpdesk@dot.gov, or

By Telephone:
(202) 366-0621

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

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

H. Other Information—

The FMCSA may make changes or additions to this NOFA. All changes will be communicated on Grants.gov. We encourage you to sign up for Grants.gov emails so you may be notified of the changes.

Prior to the application due date, FMCSA plans to conduct a pre-funding conference(s) for all prospective applicants. At this conference, FMCSA staff will review the NOFA requirements and answer questions from prospective applicants. Information regarding a pre-funding conference will be posted on Grants.gov.

This NOFA is intended for informational purposes and reflects current planning. If there is any inconsistency between the information contained herein and the terms of any resulting funding agreement, the terms of the funding agreement are controlling.

The FMCSA is not obligated to make any Federal award as a result of the announcement. Funding amounts made available for reimbursement 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 prior to the award of any funding agreement. 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; however, withdrawn applications normally will not be returned. One copy of each application that is not selected for funding, including those that are withdrawn, will be retained by FMCSA for a period of three years.

The FMCSA Grant Programs Website (for applicant and grantee resources):

http://www.fmcsa.dot.gov/mission/grants/grantee-resources

Appendix A— Required Documents Checklist

Each document and/or certification below is REQUIRED to be considered as being responsive to this announcement. Use of the required documents checklist is encouraged as it ensures your application will proceed forward for further review. The table below lists the documents, location, and a description.

	Document Name	Document Description & Location	Document Included	
1	SF-424 Application for Federal Assistance	Standard application form for all requests for Federal assistance. Available in the Grants.gov application kit.	YES ☐	NO ☐
2	SF-424A Budget Information for Non-Construction Programs	Standard budget form for requests for Federal assistance. Available in the Grants.gov application kit.	YES ☐	NO ☐
3	SF-424B Assurances for Non-Construction Programs	Standard assurances form associated with accepting Federal assistance funds. This document indicates that the Applicant organization is in substantial compliance with various programs, regulations, and Federal laws. Available in the Grants.gov application kit.	YES ☐	NO ☐
4	Grants.Gov Lobbying Form	Form that allows Applicants to indicate that they do not engage in lobbying activity. Available in the Grants.gov application kit.	YES ☐	NO ☐
5	SF-LLL Disclosure of Lobbying Activities (if applicable)	Form that requests information related to the lobbying activities of the Applicant. Available in the Grants.gov application kit. If an Applicant completes the Grants.Gov Lobbying Form, the SF-LLL is not required.	YES ☐	NO ☐
6	Key Contacts Form	Form requests contact information for the: 1) designated Authorized Designated Official (authorized signer), 2) Principal Investigator or Program Director (program/project manager); and 3) Financial Official (Grants Manager). This form is available in the Grants.gov application kit. Available in the Grants.gov application kit.	YES ☐	NO ☐

Appendix A— Required Documents Checklist				
Document Name		**Document Description & Location**	**Document Included**	
7	Attachment Form	Form used to submit supplemental attachments to support the grant application. Available in the Grants.gov application kit.	YES ☐	NO ☐
8	Project Narrative and most recent PP/TLD (either Core or Expanded)	Project narrative includes: brief introduction, problem statement, performance objective(s), program activity plan(s), and performance measurement plan(s). Applicant generated and attached to the Grants.gov application package.	YES ☐	NO ☐
9	Budget Narrative	Budget narrative includes a thorough and clear justification of each budget category (object class) on the SF-424A. Applicant generated and attached to the Grants.gov application package.	YES ☐	NO ☐
10	Indirect Cost Rate Agreement (if applicable)	Applicant's signed current approved indirect cost rate from the cognizant Federal agency. Attached by the Applicant to the Grants.gov application package.	YES ☐	NO ☐
11	FMCSA Administrative Capability Questionnaire	Applicant self-certification for FMCSA to assess the adequacy of the Applicant's administrative management systems. Completed by the Applicant and attached to the Grants.gov application package. The questionnaire is located within the Grants.gov "Full Announcement" tab. All Applicants must submit a current FMCSA Administrative Capabilities Questionnaire if one has not already been submitted for FY 2015.	YES ☐	NO ☐
12	CVISN-Specific Attachment	Applicant self-certification to certify that the Applicant applying for FY 2015 CVISN funding meets the conditions for participation under SAFETEA-LU §4126. The attachment is located within the Grants.gov "Full Announcement" tab. Applicant generated and attached to the Grants.gov application package.	YES ☐	NO ☐

Appendix B— CVISN Eligible Activities/Costs

The list below includes typical activities and costs associated with CVISN activities funded by the Federal Motor Carrier Safety Administration. This list is not necessarily exhaustive. The FMCSA may authorize funding for other activities/costs.

COMMERCIAL VEHICLE INFORMATION SYSTEMS AND NETWORKS (CVISN) ELIGIBLE CORE DEPLOYMENT ACTIVITIES/COSTS		
PROGRAM AREA	**PROGRAM ELEMENT**	**ELIGIBLE ACTIVITIES/COSTS**
PLANNING	Core CVISN Program Plan/Top-Level Design (PP/TLD)	Update Core CVISN PP/TLD
PROGRAM MANAGEMENT	Program Management	CVISN Program Manager salaries and/or services
	System Architect	CVISN System Architect salaries and/or services
	Training and Workshops	CVISN training/workshop participation • Registration fees • Travel
CORE CVISN ELECTRONIC CREDENTIALING	Electronic Credentialing for International Registration Plan (IRP) and/or Electronic Credentialing for International Fuel Tax Agreement (IFTA)	IRP/IFTA Credentialing System • Project Management • Request for proposals (RFP) development/issuance • System requirements/design • Computer hardware and network connections • User interface • System database • System interface to/from CVIEW or equivalent • Electronic payment interface for IRP/IFTA • System maintenance/license fees • Software replacement/upgrade • Hardware replacement/upgrade • User training/documentation
	IRP Clearinghouse	• IRP Clearinghouse fees • System interface to/from IRP • System interface to/from CVIEW

Appendix B— CVISN Eligible Activities/Costs

COMMERCIAL VEHICLE INFORMATION SYSTEMS AND NETWORKS (CVISN) ELIGIBLE CORE DEPLOYMENT ACTIVITIES/COSTS		
PROGRAM AREA	**PROGRAM ELEMENT**	**ELIGIBLE ACTIVITIES/COSTS**
CORE CVISN ELECTRONIC CREDENTIALING	IFTA Clearinghouse	• IFTA Clearinghouse fees • IFTA Regional Processing Center (RPC) fees • System interface to/from IFTA • System interface to/from CVIEW
CORE CVISN SAFETY INFORMATION EXCHANGE	Commercial Vehicle Information Exchange Window (CVIEW)	• Project management • RFP development/issuance • System requirements/design • Computer hardware and network connections • CVIEW database and application • Interfaces to/from Federal systems (e.g., SAFER) • Interfaces to/from State systems (e.g., IRP, IFTA • Laptop computers, modems • Air cards, signal boosters, antennas, mounts • Query interface(s) (e.g., enforcement, motor carriers, credentialing staff) • Wireless connectivity usage fees • System maintenance/license fees • Software replacement/upgrade • Hardware replacement/upgrade • User training/documentation
	ASPEN	• Laptop computers, modems • Air cards, signal boosters, antennas, mounts • User training/documentation

Appendix B— CVISN Eligible Activities/Costs

COMMERCIAL VEHICLE INFORMATION SYSTEMS AND NETWORKS (CVISN) ELIGIBLE CORE DEPLOYMENT ACTIVITIES/COSTS		
PROGRAM AREA	**PROGRAM ELEMENT**	**ELIGIBLE ACTIVITIES/COSTS**
CORE CVISN ELECTRONIC SCREENING	Screening at Fixed or Mobile Site	• Project Management • RFP development/issuance • Facility requirements/design • Computer hardware and screening software • Transponder reader(s)/transmitters (multiple readers are required per site) • Overhead signage • Infrastructure to accommodate screening system (e.g., communication, power, mast arms, roadside cabinets) • Interface to/from CVIEW or equivalent • Interface to/from SAFER/PRISM • Interface from weigh-in-motion (WIM) system • Scale house or mobile user interface • Wireless connectivity usage fees • Transponders and transponder admin system • WIM sensors/scales (if an integral component of safety system) • E-Screening program fees • System maintenance/license fees • Software or hardware replacement/upgrade • User training/documentation

Appendix B— CVISN Eligible Activities/Costs

COMMERCIAL VEHICLE INFORMATION SYSTEMS AND NETWORKS (CVISN) ELIGIBLE EXPANDED DEPLOYMENT ACTIVITIES/COSTS		
PROGRAM AREA	**PROGRAM ELEMENT**	**ELIGIBLE ACTIVITIES/COSTS**
Planning	Expanded CVISN Program Plan/Top-Level Design (PP/TLD)	Develop/update Expanded CVISN PP/TLD
Program Management	Program Management	CVISN Program Manager salaries and/or services
	System Architect	CVISN System Architect salaries and/or services
	Training and Workshops	CVISN training/workshop participation • Registration fees • Travel
Expanded CVISN Electronic Credentialing	Electronic Credentialing for Over Size/Over Weight (OS/OW) Permitting	OS/OW Permitting System • Project management • RFP development/issuance • System requirements/design • Computer hardware and network connections • User interface • System database • Routing module • System interface to/from CVIEW or equivalent • System interfaces to other credentialing systems (e.g., IRP, IFTA) • Electronic payment interface for OS/OW permitting • System maintenance/license fees • Software replacement/upgrade • Hardware replacement/upgrade • User training/documentation

Appendix B— CVISN Eligible Activities/Costs

COMMERCIAL VEHICLE INFORMATION SYSTEMS AND NETWORKS (CVISN) ELIGIBLE EXPANDED DEPLOYMENT ACTIVITIES/COSTS		
PROGRAM AREA	**PROGRAM ELEMENT**	**ELIGIBLE ACTIVITIES/COSTS**
Expanded CVISN Electronic Credentialing (con't)	Electronic Credentialing for Unified Carrier Registration (UCR)	UCR Credentialing System • Project Management • RFP development/issuance • System requirements/design • Computer hardware and network connections • System database • System interface to/from CVIEW or equivalent • System interface to SAFER • Electronic payment interface for UCR • System maintenance/license fees • Software or hardware replacement/upgrade • User training/documentation
	Electronic Credentialing for Intrastate Vehicle Registration/Other Intrastate Credentials	Intrastate Vehicle Registration/Other Intrastate Credentialing System • Project management • RFP development/issuance • System requirements/design • Computer hardware and network connections • User interface • System database • System interface to/from CVIEW or equivalent • Electronic payment interface for credential • System maintenance/license fees • Software replacement/upgrade • Hardware replacement/upgrade • User training/documentation

Appendix B— CVISN Eligible Activities/Costs

COMMERCIAL VEHICLE INFORMATION SYSTEMS AND NETWORKS (CVISN) ELIGIBLE EXPANDED DEPLOYMENT ACTIVITIES/COSTS		
PROGRAM AREA	**PROGRAM ELEMENT**	**ELIGIBLE ACTIVITIES/COSTS**
Expanded CVISN Electronic Credentialing (con't)	Electronic Credentialing Portal	Credentialing Portal/Single Sign-on Portal • Project management • RFP development/issuance • System requirements/design • Computer hardware and network connections • User interface • System database • Single Sign-on functionality • Interfaces to/from State system (e.g., IRP, IFTA, CVIEW) • Interfaces to/from outside credentialing systems (e.g., UCR, vendor website) • Electronic payment interface for credentials • System maintenance/license fees • Software or hardware replacement/upgrade • User training/documentation
	Hazardous Material (HM) Credentialing	HM Credentialing System • Project management • RFP development/issuance • System requirements/design • Computer hardware and network connections • User interface • System database • Interfaces to/from State systems (e.g., IRP, IFTA, CVIEW) • Interfaces to/from outside credentialing systems (e.g., UCR, vendor website) • Electronic payment interface for HM credentials • System maintenance/license fees • Software or hardware replacement/upgrade • User training/documentation

Appendix B— CVISN Eligible Activities/Costs

COMMERCIAL VEHICLE INFORMATION SYSTEMS AND NETWORKS (CVISN) ELIGIBLE EXPANDED DEPLOYMENT ACTIVITIES/COSTS		
PROGRAM AREA	**PROGRAM ELEMENT**	**ELIGIBLE ACTIVITIES/COSTS**
Expanded CVISN Smart Roadside	Virtual Weigh/Inspection Station (VWS)	• Project Management • RFP development/issuance • System requirements/design • Computer hardware • Screening software • Interface to/from CVIEW or equivalent • Interface to/from SAFER/PRISM • Warning/citation generation system • Historical size and weight compliance database • VWS Infrastructure (e.g., communication, power, poles, roadside cabinets) • WIM sensors/scales • Dimensional sensors • Camera (digital imaging) system • License plate reader and Optical Character Recognition (OCR) system • USDOT number reader and OCR system • Transponder reader/transmitter • Transponder ID repository • Thermal imaging and other safety-related technologies • Scale house user interface • Mobile user interface • Laptop computers, modems • Wireless connectivity usage fees • Driver identification system • System maintenance/license fees • Software or hardware replacement/upgrade • User training/documentation

Appendix B— CVISN Eligible Activities/Costs

COMMERCIAL VEHICLE INFORMATION SYSTEMS AND NETWORKS (CVISN) ELIGIBLE EXPANDED DEPLOYMENT ACTIVITIES/COSTS		
PROGRAM AREA	**PROGRAM ELEMENT**	**ELIGIBLE ACTIVITIES/COSTS**
Expanded CVISN Smart Roadside (con't)	Augmented (Enhanced) Electronic Screening Site	• Project management • RFP development/issuance • System requirements/design • Computer hardware • Screening software • Overhead signage • Infrastructure (e.g., communication, power, poles, roadside cabinets) to accommodate added functions • Interface to/from CVIEW or equivalent • Interface to/from SAFER/PRISM • WIM sensors/scales • Dimensional sensors • Camera (digital imaging) system • License plate reader and OCR system • USDOT number reader and OCR system • Thermal imaging and other safety-related technologies • System integration (with existing screening system) • Enhanced scale house user interface • System maintenance/license fees • Software and hardware replacement/upgrade • User training/documentation

Appendix B— CVISN Eligible Activities/Costs

COMMERCIAL VEHICLE INFORMATION SYSTEMS AND NETWORKS (CVISN) ELIGIBLE EXPANDED DEPLOYMENT ACTIVITIES/COSTS		
PROGRAM AREA	**PROGRAM ELEMENT**	**ELIGIBLE ACTIVITIES/COSTS**
Expanded CVISN Smart Roadside (con't)	Mobile Inspection Station	• Project management • RFP development/issuance • System requirements/design • Mobile inspection station vehicle and/or trailer • Computer hardware • Screening software • Interface to/from CVIEW or equivalent • Interface to/from SAFER/PRISM • Portable message boards • Portable WIM system • Camera (digital imaging) system • License plate reader and OCR system • USDOT number reader and OCR system • Thermal imaging and other safety-related technologies • Reader mounts • Workstation user interface • Laptop computers, modems • Wireless connectivity usage fees • Air cards, signal boosters, antennas, mounts • System maintenance/license fees • Software replacement/upgrade • Hardware replacement/upgrade • User training/documentation

Appendix B— CVISN Eligible Activities/Costs

COMMERCIAL VEHICLE INFORMATION SYSTEMS AND NETWORKS (CVISN) ELIGIBLE EXPANDED DEPLOYMENT ACTIVITIES/COSTS		
PROGRAM AREA	**PROGRAM ELEMENT**	**ELIGIBLE ACTIVITIES/COSTS**
Expanded CVISN Smart Roadside (con't)	Roadside Communications (Roadside Data Access)	• Project management • Requirements/design • Procurement • Mobile user interface • Laptop computers, modems • Wireless connectivity usage fees • Air cards, signal boosters, antennas, mounts • Ultra-high band radios, antennas
Expanded CVISN Safety Information Exchange	Exchanging Additional Safety Information	Each Pair of Systems Exchanging Safety Data • Project management • Requirements/design • System-to-system interfaces • Systems database modification • Computer hardware and network connections • Query interface(s) (e.g., enforcement, DOT safety staff) • System maintenance/license fees • Software replacement/upgrade • Hardware replacement/upgrade • User training/documentation
	Ensuring Safety Data Quality	• System error checking software • Data processing controls • Data refresh cycles • Updated user input forms • Rules/requirements for data entry

Appendix B— CVISN Eligible Activities/Costs

COMMERCIAL VEHICLE INFORMATION SYSTEMS AND NETWORKS (CVISN) ELIGIBLE EXPANDED DEPLOYMENT ACTIVITIES/COSTS		
PROGRAM AREA	**PROGRAM ELEMENT**	**ELIGIBLE ACTIVITIES/COSTS**
Expanded CVISN Driver Information Sharing	Driver Information/Photo Sharing	Driver Licensing System Modification • Project management • Requirements/design • System database modification • Interfaces to/from Federal systems (e.g., Commercial Drivers Licensing Information System (CDLIS), criminal justice information network) • Interfaces to/from State systems (e.g., vehicle registration, criminal justice information network, CVIEW) • System maintenance/license fees • Software replacement/upgrade • User training/documentation
	Enhanced CDL and Hours of Service Enforcement	• Project management • Requirements/design • Driver Licensing System database modification (to accommodate query requirements) • Query Central interface (e.g., enforcement) • Laptop computers, modems • Wireless connectivity usage fees • Air cards, signal boosters, antennas, mounts • Ultra-high band radios, antennas
Other Projects	The above list summarizes the most common types of projects and associated components that are eligible for Expanded CVISN funding. At the discretion of the FMCSA CVISN Program Officer, other Intelligent Transportation System/Commercial Vehicle Operations (ITS/CVO) projects (e.g., real-time trucking parking systems, trucker 511 systems, vehicle-to-infrastructure (V2I) projects for curve speed warning, low bridge warnings, and work zones) are also eligible for Expanded CVISN funding.	

Appendix B— CVISN Eligible Activities/Costs

Ongoing CVISN Program Support	In addition to Expanded CVISN activities, states may also choose to augment their Core CVISN functionality, continue to pay for ongoing support and maintenance of a Core CVISN system, and pay Clearinghouse and e-clearance program fees with Expanded CVISN funding.

Appendix C— Budget Narrative Guidance

What is a Budget Narrative?

The budget narrative explains the "what, "how" and "why" of a line item cost in carrying out grant project goals and objectives. Use these instructions to develop your application budget narrative.

What does a Budget Narrative do?

A budget narrative is a narrative explanation of each budget component which supports the costs of the proposed work. The budget narrative should focus on how each budget item is required to achieve the proposed project goals and objectives. It should also justify how budget costs were calculated. The budget narrative should be clear, specific, detailed, and mathematically correct and correspond to the SF-424A line items.

The budget narrative is one of the first places FMCSA reviews to confirm the allowability, allocability, necessity, reasonableness and consistent treatment of an item. A well-developed budget narrative is an effective management tool; a budget that doesn't represent a project's needs makes it difficult to recommend for funding and assess financial performance over the life of the project. The budget narrative serves a number of critical functions:

- Describes your need for or necessity of an expense;
- Documents how reasonable the request is, conveys your judgment as well as the feasibility of the project in context of available and proposed resources.
- Helps FMCSA review high-risk cost items to decide funding.

Appendix C— Budget Narrative Guidance

What different types of costs do I need to put in my budget narrative?

1. **Personnel:** Personnel costs are your employee salaries working directly on a project. Include the number and type of personnel, the percentage of time dedicated to the project, hourly wage, and total cost. Please note:

   - This category is limited to persons employed by your organization ONLY.
   - Only include compensation paid for employees engaged in grant activities
   - Those costs should be consistent with that paid for similar types of work within the organization.
   - Those note employed by your agency shall be classified as subgrants **or** contractors. These individuals should be listed under the "Contractual" object class.

2. **Fringe Benefits:** Fringe costs are benefits paid to your employees, including the cost of employer's share of FICA, health insurance, and workers' compensation. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits, rate approved by the Health and Human Services State Wide Cost Allocation Plan or cognizant agency). Include a description of specific benefits are charged to a project and the benefit percentage. Please note:

   - Always understand the difference between a fringe benefit and an employee benefit. A fringe benefit is applied as a percentage or dollar contribution toward the base wage (retirement, health insurance, FICA, etc.) and an employee benefit is what we colloquially call a "goodie" for working for the employer (holidays, vacation, other leave).
   - Note that the personnel/salaries should have corresponding fringe...and vice versa. Therefore, FMCSA cannot pay a fringe for a position that is not listed, and vice versa. If a position will be charged to grant activities, the level of participation (Full Time or Part Time) must correspond to the fringe charged. This way, we ensure that the correct fringe is attributed to the correct grant.
   - You can document this fringe rate if it comes from state approved levels or other supportable sources.
   - It is important to explain what is included in the benefit package and at what percentage.

- Fringe benefits are for the personnel and only for the percentage of time devoted to the project.
- The applicant should not combine the fringe benefit costs with direct salaries and wages in the personnel category.

3. **Travel:** Travel costs are funds for field work or for travel to professional meetings. 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. Please note:

   - Explain the reason for travel expenses for project personnel (e.g., staff to training, field interviews, advisory group meeting, etc.) and, if known, identify the location/destination of travel.
   - It is acceptable to enter unforeseen travel such as possible FMCSA required meetings, with estimated costs for attendance.
   - Provide information used in estimating the cost.
   - List travel and per diem separately in the budget narrative.

4. **Equipment:** Equipment costs only includes those items which are tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Include a description, quantity and unit price for all equipment. If the expense is under the usual threshold of $5,000 per item, it belongs under “Supplies”. However, if your equipment threshold is below $5,000, provide an explanation why so FMCSA understands why lower costs items are included in this line. Please note:

   - Purchases of less than $5,000 may be listed under “Supplies” or "Other", unless the applicant’s threshold is lower than $5,000. However, common purchases like a computer system (for example, a keyboard, monitor and hard drive) is considered a unit, when purchased as a package and does not have to be listed separately but are to be placed under equipment when such package exceeds the threshold; however, if these same items are purchased individually (and not as a package), and each unit is below the threshold, they will be listed under supplies.
   - Software, unless its unit price exceeds the equipment threshold, is not considered Equipment and should not be listed here. It is more appropriately listed under “Supplies”.

- Each item of equipment must be identified with the corresponding cost. General-purpose equipment must be justified as to how it will be used on the project.

- Analyze the cost benefits of purchasing versus leasing equipment, particularly high-cost items and those subject to rapid technical advances. List rented or leased equipment costs in the "Contractual" or “Other” category, depending upon the procurement method.

5. **Supplies:** Supplies are tangible personal property other than equipment. Include the types of property in general terms. It is not necessary to document office supplies in great detail (reams of paper, boxes of paperclips, etc.). A good way to document office supplies is to indicate the approximate expenditure of the unit as a whole. Do include a quantity and unit cost for larger cost supply items such as computers and printers.

6. **Contractual:** Contractual costs are those services carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. There are two ways to capture costs in this category: subgrants and contracts.

   What is a subgrant?

   A subgrant is an award provided by a pass-through entity (Prime Grantee Recipient) to a subrecipient. That subrecipient carries out part of a program for which the Prime Grantee Recipient received Federal support. A subgrant may be provided through any form of legal agreement, including an agreement that the Recipient calls a contract.

   A subgrant/subgrantee 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.

   What is a contract?

   A contract is a legal instrument by which a Prime Grantee Recipient purchases property or services needed to carry out the project or program under an award.

A contract/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; provides goods or services that are ancillary (necessary support to the primary activities) to the operation of the Federal program; and is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

For all contractual costs, include the rationale for the amount of the costs and include the specific contract goods and/or services provided and the related expenses for those goods and services. Entering the statement "contractual services" shall not be considered as meeting the requirement for completing this section.

6. **Other:** Other direct costs do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, utilities and/or leased equipment, employee training tuition, etc. The use of the terminology "miscellaneous expenses" or any similar term is unacceptable. You must itemize all "Other" direct costs. Please note:

   - A cost, like a lease, is considered a "Contractual" cost when you directly engage, and form a contract with, a vendor.
   - A lease would be considered an "Other" cost when you are using a Statewide contract. 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. That would be an "Other" cost.

7. **Indirect Costs (if applicable):** Indirect costs are incurred for common or joint objectives that benefit more than one project. Indirect costs may be both administrative and programmatic. Include a current and fully executed agreement in your application if you are claiming indirect costs. Make sure the rate is applied to the appropriate base in the approved agreement. If the 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 to your application.

Appendix C— Sample Budget Narrative

Personnel Budget Narrative (SF-424A, Line 6a)					
Position(s)	**# of Staff**	**% of Time**	**Work Year Hours**	**Hourly Salary/Wage**	**Total Cost**
CVISN Supervisor	1	100	2,080	$21.63	$45,000
Trooper	1	50	2,080	$19.00	$19,760
				Total Cost for Personnel:	**$64,760.00**

The CVISN Supervisor supervises activities of the project. She/he spends 100% 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 1 Troopers (1 PT) assigned to this project to ensure all field operations needs are met, and to coordinate a Field Operational Test. This Trooper is paid an hourly wage of $19 and will average 50% on project activities. The PT Trooper averages 1,040 hours or 50% on activities @ $19,760 per year.

Fringe Benefits Budget Narrative (SF-424A, Line 6b)				
Position	**Benefits**	**Rate**	**Base Amount**	**Total Cost**
1 CVISN Supervisor	Fringe	16.72	100	$7,524
1 Trooper (Part-Time)	Fringe	16.72	50	$836.00
			Total Cost for Fringe:	**$8,360.00**

Fringe benefits include cost of health insurance, retirement, workers' compensation and unemployment benefit plans. It is calculated at the average fringe rate of 16.72 as recognized by the cognizant agency. This fringe rate is applied to the average hourly rate of $21.63 for a Supervisor, and $19 per Trooper with a projected annual hours worked at 2,080 hours. The full-time supervisor would have an annual wage of $45,000 x 16.72% or $7,524 total fringe cost.. The 1 part-time trooper average 50% working on the project or an average of 1,040 hours or $19,760 per year, and an average (per part-time Trooper) fringe cost of $836.00.

Travel Cost Budget Narrative (SF-424A, Line 6c)				
Purpose	**# of Staff**	**Method of Travel**	**# of Days**	**Total Cost**
CVISN Workshop	3	Air	5	$6,000
			Total Cost for Travel:	**$6000.00**

Costs represent necessary travel funds for 3 personnel to attend the annual CVISN Workshop identified by FMCSA. Reimbursement is based upon the current state per diem rates and rules. The per diem rate for each day is $46.00, or $230 per person for 5 days foor a total of $690.

Training in Arlington, VA for 3 persons with an average cost (per person) of $1,930 – (Airfare or $900; $230 Per State Approved Diem or $3,060; $800) – Hotel Accommodations or $4,350; and $800 – Registration Fees or $12,000 for a total of $28,410.

Equipment Cost Budget Narrative (SF-424A, Line 6d)			
Item Name	**# of Items**	**Cost per Item**	**Total Cost**
Vehicle Identification System	6	$140,000	$840,000
		Total Cost for Equipment:	$840,000

Vehicle identification system hardware and software to be installed at each of six high-priority ports. This is a replacement system which electronically identifies high risk carriers entering the State through the use of optical character reading technology that interfaces with the State's CVIEW.
Estimated cost is $140,000 per unit, and $840,000 total.

Supplies Cost Budget Narrative (SF-424A, Line 6e)			
Item Name	**# of Units**	**Cost per Unit**	**Total Cost**
General Office Supplies	12	$39	$4,680
Mobile Printers	2	$125	$250.00
Laptop Computers	2	$2,000	$4,000
		Total Cost for Supplies:	**$8,930.00**

General office supplies include paper, printer ink, etc. for the CVISN program. 2 part-time troopers require laptop computers and these computers shall be utilized only to fulfill project activities. Mobile printers are also needed for 2 part-time officers.

Contractual Cost Budget Narrative (SF-424A, Line 6f)	
Description of Services	**Total Cost**
Contractual Cost for System Replacement	$1,558,000
Total Cost for Contractual:	$1,558,000

The contractual costs are for:
- Hiring a consultant to establish System requirements and develop an implementation plan. Estimated cost is $265,000.
- Hiring a vendor to develop the system, including system design and build. Estimated cost is $1,200,000.
- Having the system vendor develop system testing that is consistent with system specifications, and then working with Public Safety to perform tests to verify that the System Replacement functions as required. Estimated cost is $40,000.
- Having the system vendor perform training at multiple locations for port and mobile officers, Public Safety management and IT staff. Estimated cost is $53,000.

Other Cost Budget Narrative (SF-424A, Line 6h)			
Item Name	**# of Units**	**Cost per Unit**	**Total Cost**
Hand-held transponder reader	1	$500	$500
		Total Cost for Other:	**$500**

This transponder reader is to determine if State issued transponders to CMV operators are in working order before issuance.

Appendix D— CVISN-Specific Attachment

The [Organization Name] certifies that the State applying for Federal Fiscal Year 2015 Commercial Vehicle Information Systems and Networks funding meets the conditions for participation under Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Pub. L. No.109-59,§4109(a)(3). This section requires CVISN program organizations to certify that CVISN deployment activities, including hardware procurement, software and system development, and infrastructure modifications:

1. Are consistent with the national intelligent transportation systems and CVISN architectures and available standards;

2. Promote interoperability and efficiency to the extent practicable;

3. Certify to execute interoperability tests developed by the FMCSA to verify that systems conform with the national intelligent transportation systems architecture, applicable standards, and protocols for CVISN; and

4. I am an Authorize Signatory Official, designated by the [Organization Name] to make this certification.

Signature of Authorizing Official: _____

Date: _____