

# Notice of Funding Opportunity

## Basic Information

**Federal Agency Name:** U.S. Department of Transportation (US DOT)  
Federal Motor Carrier Safety Administration (FMCSA)  
Grants Management Office (GMO); MC-BG  
1200 New Jersey Avenue SE  
West Building Washington, DC 20590

**Funding Opportunity Title:** High Priority Program – Innovative Technology  
Deployment (HP-ITD)

**Announcement Type:** Initial

**Funding Opportunity Number:** FM-MHP-25-005

**Assistance Listing:** 20.237

**Executive Summary:** The objective of the HP-ITD program is to advance the technological capability and promote the deployment of intelligent transportation system applications for CMV operations, including CMV, commercial driver, and carrier-specific information systems and networks, and to support/maintain CMV information systems and networks to (i) link Federal motor carrier safety information systems with State CMV systems; (ii) improve safety and productivity of CMVs and commercial drivers; (iii) and reduce costs associated with CMV operations and regulatory requirements.

**Key Dates:** Application Due Date – June 20,  
2025, 5:00pm EST

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## SECTION A - PROGRAM DESCRIPTION

### 1 Overview and Authorizing Statutes, Regulations and Order

The U.S. Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA) announces the Fiscal Year (FY) 2025 High Priority - Innovative Technology Deployment (HP-ITD) grant program Notice of Funding Opportunity (NOFO), Funding Opportunity Number FM-MHP-25-003, to solicit applications from eligible entities to support HP-ITD activities.

The Department intends to apply principles from DOT Order 2100.7 on Ensuring Reliance Upon Sound Economic Analysis in DOT's Policies, Programs and Activities when evaluating applications and making award selection.

The HP grant program is governed by [49 U.S.C. § 31102\(l\)\(3\)](#), as modified by Sections 23001(b) and 23003 through 23004 of [Public Law Number 117-58 \(2021\)](#), and [49 CFR part 350](#).

For FY 2025, FMCSA anticipates awarding approximately \$86.6 million combined under the HP-CMV and HP-Innovative Technology Deployment (HP-ITD) programs. The HP-CMV program will be advertised under a separate NOFO. Final funding amounts are subject to the availability of funding appropriated by Congress.

### HP-ITD Goals and Objectives

As the lead government agency responsible for the regulation and safety oversight of commercial motor vehicles (CMVs), FMCSA awards HP-ITD funds to support innovative and impactful projects that advance its mission to reduce crashes, injuries, and fatalities involving large trucks and buses.

The objective of the HP-ITD program is to advance the technological capability and promote the deployment of intelligent transportation system applications for CMV operations, including CMV, commercial driver, and carrier-specific information systems and networks, and to support and maintain CMV information systems and networks to (i) link federal motor carrier safety information systems with State CMV systems; (ii) improve safety and productivity of CMVs and commercial drivers; (iii) and reduce costs associated with CMV operations and regulatory requirements.

HP-ITD awards may be used for the deployment of new and innovative advanced technology solutions that support CMV information systems and networks, for planning activities, including the development, or updating of program or top-level design plans in order to become eligible or maintain eligibility for the HP-ITD awards; and for the operation and maintenance costs associated with innovative technology.

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

## 2 Changes from January 8, 2025 NOFO

Notable changes in this NOFO compared to the version published on January 8, 2025, include:

- Removal of references to rescinded Executive Orders (EOs) and priorities from the previous administration.
- Alignment with newly issued EOs and Departmental orders, including [DOT Order 2100.7 - Ensuring Reliance Upon Sound Economic Analysis In Department Of Transportation Policies, Programs, And Activities](#).
- Elimination of *Other Selection Considerations* and *Additional Selection Criteria*.

## 3 HP-ITD Award Performance Goals

Applicants should include expected performance goals under the following subsection

### 3.1 Sources of Data

FMCSA will measure the success of a HP-ITD award's performance goals by examining data available in roadside inspection data collection systems, Commercial Vehicle Information Exchange Window (CVIEW), FMCSA's Safety and Fitness Electronic Records (SAFER) database, Motor Carrier Management Information System, crash and safety statistics reported by the applicant, and any other data reported by the applicant for consideration.

### 3.2 Performance Indicators

FMCSA will also measure whether an HP-ITD award meets the performance goals outlined in the application by assessing performance indicators. In general, performance indicators of successful HP-ITD award projects may include, but are not limited to:

- CMV Safety Improvement:** Activities conducted under the HP-ITD award that demonstrate CMV safety and regulatory compliance using performance metrics, including Out-of-Service (OOS) carrier and vehicle detection rates using electronic screening systems.  
**Improvement of Data Sharing:** HP-ITD award activities that enhance data quality among safety, credentialing, and screening systems. FMCSA promotes the sharing of program safety data across jurisdiction boundaries to ensure federal and state regulatory compliance and the overall efficiency of CMV operations. FMCSA also monitors all ITD transaction data submitted to the SAFER system and publishes a monthly data quality report for use by all program jurisdictions.
- Electronic Credentials Administration:** States should be handling at least 10 percent of transaction volume electronically. The capability to accept both vehicle registration and fuel tax renewals online, with ability to extend that capability to other CMV credentials or permitting systems, is a core element of the ITD program.

In addition to the performance indicators above, all States (including other eligible applicants) have specific performance indicators tailored to their performance goals included in the State's Program Plan/Top Level Design (PP/TLD). FMCSA approves each of these State PP/TLDs as part of grant eligibility. The PP/TLD is a technical document that provides management framework and system architecture to guide program deployment and to advise policy and decision makers regarding the funding and technical resources required for successful program implementation. The PP/TLD describes the various systems and networks at the State level that must be refined, revised, upgraded, or built to accomplish Core or Expanded capabilities. This PP/TLD is tailored to each State's performance goals, projects to achieve those goals, performance indicators, and schedules and milestones. Grant applications should, where

possible, relate their application performance goals to their currently approved PP/TLD.

Finally, performance indicators may vary based on the national priority outlined in subsection 4. If applicable, those performance indicators are more specifically addressed under the National priority descriptions.

## 4 National Priority Descriptions

Below are descriptions of the programmatic activities listed in order of priority. The national priorities support the HP-ITD goals and objectives.

All applications must advance a public purpose in accordance with [31 U.S. Code § 6101](#) and [31 U.S. Code § 6302, 6304, and 6305](#). FMCSA may not use grants or cooperative agreements to acquire property or services for FMCSA's or a pass-through entity's direct benefit or use.

Please note that additional information regarding cost eligibility may be found within the Motor Carrier Safety Assistance Program (MCSAP) Comprehensive Policy (MCP). An electronic copy of the MCP may be found at:

- <https://www.fmcsa.dot.gov/mission/grants/motor-carrier-safety-assistance-program-grant-comprehensive-policy>

**Note:** A project consists of one or more activities that work towards achieving a defined goal and objective(s). If an applicant chooses to propose multiple HP-ITD projects within a single application, each application must contain separate and distinct project subtitles, project narratives, budget narratives, and line-item budgets for each subproject proposed in that application. Additionally, each project should cross-reference the corresponding activity in the State's approved PP/TLD.

Note: All Core ITD performance measures related to electronic safety information exchange, electronic screening, and electronic credential administration must be maintained for the State to remain Core-certified.

The applications received for HP-ITD projects will be given consideration for funding as follows:

## 4.1 HP-ITD Program Priorities

- a. Applications received from State agencies to meet Core compliance (as defined within Section 6 of the MCP), which include, but are not limited to, the following activities:
  1. Projects that develop or update a PP/TLD that describes the various systems and networks that must be refined, revised, upgraded, or built to accomplish Core capabilities as defined in the MCP.

Projects that include the development of a CVIEW which houses the national SAFER database. CVIEW is a key mechanism to share CMV credential and safety information within the State and with other jurisdictions across the country. This interstate data exchange enables numerous critical safety programs to check for high-risk motor carriers and federal out-of-service orders. This also provides real-time electronic screening of interstate vehicles for safety, International Fuel Tax Agreement (IFTA) status, International Registration Plan (IRP) compliance, oversize/overweight (OS/OW) permits, and other compliance information critical to a State's safety program.
  2. Projects that automate the application, processing, and issuance of commercial vehicle operating credentials, including IRP license renewals and IFTA license renewals/IFTA quarterly taxes.
  3. Projects that electronically identify a commercial vehicle, verify its size, weight, and credentials information, and review its carrier's past safety performance while the vehicle is in motion and then communicate safely to the driver to either pull in or bypass the roadside inspection station.
- b. Projects that safely demonstrate real-time dissemination to CMV drivers of parking space availability by using dynamic message signs, interactive voice recognition, smartphone app, or other proven technology.
- c. Projects that deploy or maintain a work-zone, incident, or traffic queue electronic notification system that will inform the driver within the cab of the CMV of an active work zone, traffic congestion, or an incident ahead. This includes support that enables the sharing of real-time traffic data to existing roadway traffic advisory systems. The alerts must be designed or engineered to be safely broadcast through the CMVs' transponders, electronic on-board systems, cell phones, and/or motor carrier routing and dispatching systems. Applications should consider using national work zone data exchange standards, such as Work Zone Data Exchange (WZDx) (<https://ops.fhwa.dot.gov/wz/wzdx/index.htm>) to detect vehicles under a federal Out-of-Service (OOS) order and assure immediate and appropriate action by a Certified CMV Inspector.

- d. Projects that deploy electronic screening technology to detect vehicles under a Federal Out-of-Service (OOS) order.
- e. Projects that deploy electronic screening technology used in detecting vehicle OOS issues, including, but not limited to, inoperable, defective, or deficient brakes, tires, exhaust systems, or any defect that may cause an unsafe condition. This electronic screening technology would be used while the vehicle is in motion and would provide the ability to alert or provide an indicator to an electronic screening system.
- f. Projects that improve credentialing data quality between the State and FMCSA's SAFER system. Grant applications should include projects that ensure CVIEW systems capture updates sent to and from the SAFER system in real time, or near real time. Such applications should describe the performance measures used to ensure the accuracy and quality of the data exchanged, promote efficient system communication, and prevent system corruption or performance degradation, and have the functionality to link the electronic screening technology to inspection results.
- g. Projects that implement technologies associated with the deployment of electronic inspection capabilities of CMVs, including CMV driver authentication, and sharing that inspection data with FMCSA's SafeSpect system.
- h. Applications that conduct a model deployment of enhanced data sharing via the CVIEW/SAFER interface amongst other jurisdictions that would minimize delays of safe and legal trucks as they cross State borders. Such data may include inspection, permitting, weight or other electronic screening results.
- i. Projects that implement or enhance technologies associated with FMCSA IT modernization initiatives. Grant applications should include projects that involve the enhancement of state-FMCSA network protocol and application credentials, adaptation of CVIEW or equivalent software to ensure seamless application interaction and information integrity.

## 4.2 Other ITD Program Priorities

Other typical projects and costs associated with HP-ITD funded by FMCSA are outlined in section 6 and Appendix H of the MCP.

Any innovative technology solutions meeting the goals established within the ITD program, but not listed in the MCP, may be submitted for consideration if the particular project is in the approved PP/TLD. **However, the presence of a project in an approved PP/TLD is not an indication that any funding requested for that project within an application will be automatically approved.**

Applicants are required to outline evaluation activities as part of their grant projects.



## SECTION B – FEDERAL AWARD INFORMATION

### 1 Funding and Number of Awards

FMCSA anticipates making approximately 35 awards resulting from this NOFO. FMCSA reserves the right to allocate additional funds for awards based on the volume and quality of applications. Awards under the HP-CMV program are subject to funding availability.

FMCSA will limit federal funding to a total amount of \$2,000,000 per award.

### 2 Type of Award

Awards under this NOFO will be issued as a grant or cooperative agreement. FMCSA will determine the appropriate award type based on the proposed project and the degree of federal involvement.

These award types are for new FMCSA awards only. Applications for renewal or supplementation of existing awards are not eligible.

### 3 Period of Performance

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

### 4 Degree of Federal Involvement

#### 4.1 Cooperative Agreement

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

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

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

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

#### 4.2 Grant

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

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

## SECTION C – ELIGIBILITY INFORMATION

# 1 Eligible Applicants

## 1.1 General

The HP-ITD awards are available to 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. FMCSA may award HP-ITD funds to eligible applicants that have an approved program plan as outlined in the Fixing America's Surface Transportation (FAST) Act. **Individuals and businesses are not eligible to apply for HP-ITD funding.**

To be eligible for HP-ITD funding, the State applicant shall:

- i. Have a commercial motor vehicle information systems and networks program plan (the Program Plan/Top Level Design (PP/TLD)) approved by the Secretary that describes the various systems and networks at the State level that need to be refined, revised, upgraded, or built to accomplish deployment of commercial motor vehicle information systems and network capabilities;
- ii. Certify that the State's current PP/TLD was approved by the Secretary as outlined in FAST Act (Pub. L. No. 114-94);
- iii. Certify to the Secretary that its commercial motor vehicle information systems and network deployment activities, including hardware procurement, software and system development, and infrastructure modifications:
  - a. Are consistent with the national intelligent transportation systems and commercial motor vehicle information systems and networks architectures and available standards; and
  - b. Promote interoperability and efficiency to the extent practicable.
- iv. Agree to execute interoperability tests developed by FMCSA to verify that its systems conform with the national intelligent transportation systems architecture, applicable standards, and protocols for commercial motor vehicle information systems and networks; and
- v. Certify that the State agency is the lead agency responsible for the PP/TLD, or if it is not the State agency responsible for the PP/TLD, demonstrate that it has a Memorandum of Understanding (MOU), or other agreement with the ITD lead agency and confirm that the applicant has coordinated with the ITD lead agency regarding all projects requested in the application to ensure State-wide effectiveness and efficiency and to avoid any duplication of effort or other wastefulness in federal funding initiatives.

# 2 Cost-Sharing and Matching Requirements

FMCSA will not require a matching share for fiscal year 2025 awards.

# 3 Other

The below are specific items that must be completed for your application package to move forward to the Merit Review process. (See: Eligibility Criteria outlined in Section E. 1 a.) If one of these items are not fulfilled the application will not be considered eligible.

A complete application includes:

- The application was submitted by the deadline.
- The application was submitted by an eligible applicant, as described in Section C. 1.
- The application has a completed Federal Assistance (SF-424) form.
- The application has a completed Budget information for Non-Construction form (SF-424A).
- The application has a completed Assurances for Non-Construction form (SF-424B).
- The application has a completed grant.gov Certification Regarding Lobbying form.
- The application has a completed Lobbying activities (SF-LLL) form, if applicable.
- The application includes a complete Budget Narrative.
- The application includes a complete Project Narrative.
- The application's projects support the purpose of the grant program and statutes.

## SECTION D - APPLICATION AND SUBMISSION INFORMATION

### 1 Address to Request Application Package

Potential applicants may obtain all forms at [www.Grants.gov](http://www.Grants.gov) or may also request paper copies of materials at:

**Email:** [FMCSA\\_GrantMgmtHelpdesk@dot.gov](mailto:FMCSA_GrantMgmtHelpdesk@dot.gov)

**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.

### 2 Content and Form of Application Submission

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

#### 2.1 Formatting

The application must follow the format and limitation stated below:

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

## 2.2 Narrative Section Requirements

Application narrative packages are limited to 35 total pages. **This requirement is per application, not per project.** Submission of all required SF-forms, key contact, attachment forms, and indirect cost agreements do not count against the page limitation.

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

To learn more about requirements and to assist with writing a successful narrative, please refer to the HP Best Practices document ([HP Best Practices.pdf](#)). Examples of each section below is provided in the document.

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

**a. Introduction**

Provide a description of the purpose(s) for the project and reference the applicable priority(s) being met as described in Section A(4) National Priority Descriptions. This section must include the intended outcome(s) of the proposed project. Please note, this section of the narrative must include the **Local Law Enforcement Agencies and Other Entities certification** as outlined in section C(1)(ii).

**b. Problem Statement**

Provide a qualitative and quantitative description which demonstrates the problem(s) the project will address. Include details on the performance data used to identify the problem and to establish the baseline. Requested projects for electronic safety screening technologies must include baseline violation data from previous-years for requested location(s).

Applicants must include an objective data source, source date, and trend analysis; and also explain how the applicant collects, maintains, and analyzes the data. Data must include clear and concise information directly related to the problem(s). The required trend analysis must include the previous three-year performance metrics for the location of the identified problem(s), driver behaviors that contribute to the problem(s), and targeted location(s) (i.e., targeted State, county and/or county, highway and/or the mile markers involved).

**c. Performance Objective**

Provide a description of the applicant's anticipated quantifiable objective(s) related to the problem statement. This can be measured in numbers, percentages, or other forms that accurately measure the outputs and outcomes the applicant anticipates will result from implementing the strategies and activities proposed. Objectives must be SMART: Specific, Measurable, Achievable, Realistic and Time Bound.

Performance objectives must include an examining of data available in FMCSA's information systems and/or other relevant and timely sources as provided by the applicant. Information on Performance and Registration Information Systems Management (PRISM) status, State Safety Data Quality ratings, crash and safety statistics may be found on FMCSA's Analysis & Information website <https://ai.fmcsa.dot.gov>. Specific performance indicators may vary based

on the national priority as listed in Section A(4). Applicants should carefully review this information.

**d. Performance Activity Plan**

Provide a description of the activities the applicant will conduct to help mitigate the identified problem(s), achieve the performance objective(s) and outcome(s). The description must include specific enforcement strategies which will be used to reduce the problem identified in the problem statement.

Information must include: (1) Personnel summary inclusive of the number personnel assigned to the project, their percentage of time dedicated to the project and total number of hours needed to complete the project; (2) Level of effort summary inclusive of the number and frequency of activities, number of enforcement details; (3) A project timeline including dates, tasks, milestones, and project end-date associated with meeting the performance objectives; and (4) Requested projects for electronic safety screening technologies should also include baseline violation data and metrics for collecting violations data after implementation for each identified location(s). This data must be readily available and reported to FMCSA ITD Program Office.

**e. Performance Measurement Plan**

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

**f. Monitoring and Reporting Plan**

Provide a description of the applicant's method for ongoing monitoring of the progress of the project. This should include who will conduct the monitoring, the frequency with which it will be carried out, and how and to whom reports will be made.

Each report must provide concise statements concerning activities relevant to the project, including activity and performance metrics directly relating to the performance of grant activities during that period. Applicants must state as specifically as possible, what metrics they anticipate reporting within this section of their application. Applicants should also detail the types and frequencies of enforcement actions taken when a commercial carrier/vehicle has been identified for inspection by the Inspection Selection System score.

**g. 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. In order to allow reviewers to evaluate the reasonableness, necessity, and allocability of all costs, applications must include a detailed budget narrative and a budget justification broken out by individual objectives. The level of detail must be sufficient to justify the funding requested. Please do not give bundled cost for expenses such as travel, equipment, supplies, conferences, etc. For example, travel cost must be broken out to show per person itemized cost of airfare, lodging, miles, etc.

Each project must have its own budget narrative which matches the SF-424A Budget Categories Columns for each project. **DO NOT include cents for federal costs on the SF-424, SF-424A, and budget narrative.**

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

For instructions on completing the SF-424 and SF-424A, please go to Grants.gov,

<https://www.grants.gov/forms/forms-repository/sf-424-family>. **SF-424 and**

**SF-424A forms** below provides exceptions to the instructions and highlights key areas of the form. Budget narrative template is included with the HP-ITD application package on

Grants.gov. **Applicants are strongly encouraged to use the template to aid with developing a responsive budget narrative.**

Please refer to the following links for additional information:

- MCP - [motor-carrier-grant-comprehensive-policy-v31.pdf](#)
- FMCSA's HP Best Practices document-  
[https://ai.fmcsa.dot.gov/downloadFile.axd/HP\\_Best\\_Practices\\_20190628.pdf](https://ai.fmcsa.dot.gov/downloadFile.axd/HP_Best_Practices_20190628.pdf)

## 2.3 SF-424 and SF-424A forms

**SF-424, Item (8), Entry (f)** – Must reflect the first and last name (required); prefix, middle name, suffix, title. The individual listed here is designated by the applicant entity as the point of contact (POC) for matters involving this application. It is critical that the applicant correctly designate and list its intended POC, in addition to the authorized representative/signatory listed under **Item (21)**, as these names will be used to generate the Notice of Grant Agreement (NGA).

**SF-424, Item (12)** – Must reflect the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.

**SF-424, Item (18) – Entry (a)** – must reflect the total estimated federal funding requested to complete the project plan. As no match/cost sharing is required, enter “0” in **Entry (b)**. **Entry (g)** must equal the total project amount, which is the sum of entries (a) and (b). The value of in-kind contributions should be included on the appropriate lines, as applicable. **All costs must be rounded to the nearest whole dollar amount.**

**SF-424A, Section A - Budget Summary** – Must reflect the federal share in column (e), and the total cost per project in column (g). Each project in the application should be shown on lines (1) through (4), as applicable with the total for each column on line 5. Note line 5 columns (e), (f), and (g) must reconcile with SF-424 field 18, as described above. **All costs must be rounded to the nearest whole dollar amount.**

**SF-424A, Section B - Budget Categories** - Capture the total amount per object class categories, as applicable. In columns (1) through (4), enter the titles, that match narrative title, for each of the proposed projects that match the title in Section A and the project plan.

Please note, the SF-424A covers the life of the project costs, and not just the first year (as stipulated in the SF-424A instructions). Section B must be completed. **All costs must be rounded to the nearest whole dollar amount.**



## 2.4 Requirements when One or More Projects are Proposed

A project consists of one or more of the priorities described in **Section A(4) National Priority Descriptions**, which work towards achieving a defined objective(s).

When there are multiple projects, each project must include the following sections in consecutive order: Brief Introduction, Problem Statement, Performance Objectives, Project/Performance Activity Plan, Performance Measurement Plan, Monitoring and Reporting Plan, and Budget Narrative. For example, with multiple projects, project 1 includes the above sections in consecutive order, followed by project 2 including the above sections in consecutive order.

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

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

## 3 Unique Entity Identifier and System for Award Management (SAM)

The applicant must:

- i. Be registered in the System for Award Management (SAM) before submitting an application at <https://www.sam.gov>;
- ii. Obtain and use a unique entity identifier (UEI) created in SAM.gov; and
- iii. Accept the financial assistance certifications and representations required for (non-federal entities) during the SAM.gov registration and/or renewal process per [2 CFR § 200.209](#).

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 FMCSA is ready to make a federal award, FMCSA 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

### 4.1 Deadline

FULL AND COMPLETE APPLICATIONS FOR HP-ITD Financial Assistance ARE DUE ON **June 20, 2025 by 5:00 pm EST**. Once Grants.gov has received your submission, you will receive email messages to advise you of the progress of your application through the system. Over the next two business days, you should receive two emails: 1) confirming application receipt by the Grants.gov system; and 2) indicating that the application has either been successfully validated by Grants.gov prior to transmission to FMCSA or has been rejected due to errors. The applicant assumes all responsibility for a timely and complete application submission. Click [here](#) for more information.

### 4.2 Consideration of Applications

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

### 4.3 Late Applications

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

## 5 Intergovernmental Review

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

## 6 Funding Restrictions

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

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

- MCSAP Comprehensive Policy
- Code of Federal Regulations - [2 CFR part 200](#) Uniform Administrative Requirements

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

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

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

Any non-federal entity that does not have a current negotiated (including provisional) rate, except for those non-federal entities described in [appendix VII of 2 CFR part 200](#), may elect to charge a de minimis rate of 15% of modified total direct costs, which may be used indefinitely. No documentation is required to justify the 15% de minimis indirect cost rate. [2 CFR § 200.414\(f\)](#).

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

Recipients must submit requests for reimbursement electronically through the Delphi eInvoicing System (iSupplier). Additional information is available at: <https://einvoice.esc.gov/>.

FMCSA will not provide reimbursement for salary-related bonus payments, either as a direct or indirect cost. Bonus costs are not a necessary expense under FMCSA awards. [2 CFR § 200, Subpart E](#); [2 CFR §§ 200.403](#), [200.404](#), [200.405](#).

## 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 Grants.gov at 1-800-518-4726 or e-mail [support@grants.gov](mailto:support@grants.gov) 24 hours a day, 7 days a week (closed on federal holidays).

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

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

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

### **Funds, Sources and Uses of Project Funds**

Project budgets should show how different funding sources will share in each activity and present the data in dollars and percentages. The budget should identify other federal funds the applicant is applying for, has been awarded, or intends to use. Funding sources should be grouped into three categories: non-federal, current HP-ITD application, and other federal with specific amounts for each funding source.

### **Sharing of Application Information**

The Department may share application information within the Department or with other federal agencies if the Department determines that sharing is relevant to the respective program's objectives.

## SECTION E - APPLICATION REVIEW INFORMATION

# 1 Criteria

## 1.1 Eligibility Criteria

All applications received by the due date will undergo an initial intake review to determine if the application is eligible. In addition to the eligibility criteria under Section C, FMCSA will review the application for the following below criteria.

Application Requirement	Instructions
Deadline submission was met	Section D.4
Applicant eligibility was met	Section A & C.1
SAM Registration	Section D.3
SF-424 Application for Federal Assistance	Section A, Section D.2.3
Certification Regarding Lobbying	Grants.gov
Disclosure of Lobbying activities form (SF-LLL)	Grants.gov
Key Contact forms include PI/PD and ADO contact information	Grants.gov
Current Indirect Cost Rate agreement included in the application	Section D.6
SF-424 lists any cost sharing or match amounts on line 18b	Section D.2.3, 4
SF-424A, Budget Information Form	Section A, D.2.2, 3
Budget Narrative	Section A, D.2.2, 4
Application/Project Narrative	Section A, D.2.2
Any other applicable Grants.gov document or attachment listed in Appendix A	Appendix A
<del>Does the application include a FMCSA Office of Civil Rights' approved Title VI Program Compliance Plan for the current Federal Fiscal Year or a draft Title VI Program Compliance Plan? See the Standard Title VI/Non-Discrimination Program Assurance and Plan Title VI Assessments section of this NOFO for more information.</del>	<del>Section B.4</del>

## 1.2 Merit Evaluation Criteria

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

### 1.2.1 Technical Merit

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

1. Describe an ITD program that will meet the stated objectives of the NOFO to support innovative and impactful projects that advance FMCSA's mission to reduce crashes, injuries, and fatalities involving large trucks and buses, and achieve the other listed goals of the program;
2. Include components that address specific program priorities;
3. Propose methodology that meets the stated objectives of the NOFO;
4. Propose activities that identifies and/or makes progress on new/existing technological improvements;

5. Propose activities based on sound principles to gauge performance and project success; Include staffing resource allocation, or contractual level of effort, is sufficient to achieve the program objectives;
6. Demonstrate that the approach will ensure the maximum effectiveness of HP- ITD activities proposed;
7. Demonstrate appropriateness, rationale, and completeness of the proposed statement of project objectives;
8. Include clearly identified performance goals and measurements;
9. Demonstrate ability to develop performance-based metrics that adhere to FMCSA monitoring and reporting requirements;
10. Demonstrate that the proposed project/program is reasonable in scope, adequate to address existing and emerging information technology;
11. Have an identified geographical or national scope that the project will affect; and
12. Demonstrate efforts that are complementary and not duplicative, which, when taken together, will best achieve the programs goals and objectives.

### **1.2.2 Budget/Cost Analysis Criteria**

This category of criteria involves the budget: 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.

FMCSA will evaluate HP-ITD 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 2 CFR part 200;
- c. Costs in a particular cost category have been properly identified as allowable, with the necessary detail for its use, and are not duplicative to the other budget line items;
- d. The appropriate match is documented, as applicable;
- e. All equipment, training, and travel components are clearly linked to the project goal and are necessary to adequately compensate, equip, train, and enable personnel to conduct the activities included in the project plan;
- f. A suspension and debarment review that included a review of the applicant's administrative capability self-certification form and a check against the records in SAM (currently the Federal Awardee Performance and Integrity Information System) ensures that the applicant is not suspended or debarred and does not have any unpaid federal tax liability. Please note that an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- g. Any applicant included comments, which FMCSA will review, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.206 (federal awarding agency review of risk posed by applicants); and

- h. An evaluation of the applicant's Single Audit in accordance with OMB Uniform Guidance Audit Requirements 2 CFR part 200 Subpart F, grantees shall provide copies of the audit reports to the Federal Audit Clearinghouse (FAC) (see 2 CFR § 200.512(b)). This is only applicable and federally mandated to recipients that expended \$1,000,000 or more in federal awards during their fiscal year. 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.

### **1.2.3 Program Specific Criteria**

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.

FMCSA will also consider whether the application indicates how the recipient will continuously contribute to the success of the project by evaluating performance goals, objectives, activities, outcomes and make adjustments as necessary.

### **1.2.4 Past Performance Criteria**

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

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

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

- a. The applicant used Generally Accepted Accounting Principles as a guide to review prior personnel and budgetary practices, and past performance to judge if the proposed expenditures are reasonable and necessary to conduct the proposed projects and if costs are allowable under applicable federal regulations.
- b. The applicant successfully performs and manages current project tasks (e.g., within budget and on schedule).
- c. There are any issues or findings from monitoring activities (e.g., audit, program, or process reviews) where the applicant violated the grant terms and conditions.
- d. The applicant's previous performance and financial reports were submitted late, incomplete or incorrectly; and/or has the applicant consistently requested additional time to complete the reports.
- e. Whether the recipient has high undelivered order (UDO) balances from prior grants awarded for similar activities.



- a. To the extent permitted by law and to the extent applicable, priority will be given to grant applications in accordance with [DOT Order - Ensuring Reliance Upon Sound Economic Analysis In Department Of Transportation Policies, Programs, And Activities.](#)

## 2 Review and Selection Process

### 2.1 Review Process

FMCSA will review all eligible applications received by the application deadline according to the merit evaluation criteria outlined in Section 1 above. The review and selection process will consist of an intake/eligibility criteria review, a technical and budget review, a program office review, and final selection. During the technical and budget review, FMCSA technical and financial staff members evaluate and analyze applications applying the evaluation criteria and submit their assessments to the program office. Then, the program office will gather and consider the results of the evaluations according to the technical merit, budget review/cost analysis, program-specific, past performance, and other review criteria, described in subsection (1.2) above, and assign ratings, consistent with the descriptions in this NOFO. The program office will recommend the initial selection of projects for FMCSA Administrator's review. Finally, the FMCSA Administrator will select awards for the Secretary's review.

The Department intends to apply principles from DOT Order 2100.7, Ensuring Reliance Upon Sound Economic Analysis in DOT's Policies, Programs and Activities, when evaluating applications and making award selections. To the maximum extent permitted by law, FMCSA will prioritize projects that are in alignment with the principles outlined in DOT Order 2100.7.

### 2.2 Ratings

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

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

### 2.3 Applicant Information

As determined necessary to support the evaluation and selection process, FMCSA may conduct



discussions with Applicants to clarify elements of the technical and budget applications, seek additional information as to whether the project can be completed with a reduced award, and request additional detailed and itemized cost information and/or SF-424, SF-424A, project plans and budget narratives.

## 2.4 Applicant Information

The Department intends to apply principles from DOT Order 2100.7, Ensuring Reliance Upon Sound Economic Analysis in DOT's Policies, Programs and Activities , when evaluating applications and making award selections. To the maximum extent permitted by law, (please fill in applicable OST Office/OA) will prioritize projects that are in alignment with the principles outlined in DOT Order 2100.7.

## 3 Additional Information: Risk Assessment

Prior to award, each selected applicant will be subject to a risk assessment, as required by 2 CFR § 200.206. Depending on the level and severity of FMCSA's risk assessment findings, FMCSA may determine that the applicant is not qualified to receive the award. 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:

- A debarment and suspension review that includes a check against the records in SAM (currently the Federal Awardee Performance and Integrity Information System).
- An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- 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 [§ 200.206, federal](#) awarding agency review of risk posed by applicants.
- An evaluation of the applicant's Single Audit in accordance with OMB Uniform Guidance Audit Requirements 2 CFR part 200 Subpart F, if applicable. 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 - AWARD NOTICES

### 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 the NGA will be sent through GrantSolutions. It must be accepted by the recipient before the end of FY 2025. FMCSA may approve all or partial funding of a grant application. The NGA issued to the recipient will specify whether the award is a grant or a cooperative agreement and will include any special award terms and conditions, if applicable.

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

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

Applicants will not receive any communication until all funding recommendations have been approved. 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. FMCSA does not have an appeal process for unsuccessful applications for competitive grant funds.

## SECTION G - POST-AWARD REQUIREMENTS AND ADMINISTRATION

### 1 Administrative and National Policy Requirements

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 awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 C.F.R part 200, as adopted by DOT at 2 C.F.R part 1201. Federal wage rate requirements included in subchapter IV of chapter 31 of title 40, U.S.C., apply to all projects receiving funds under this program, and apply to all parts of the project, whether funded with HP-ITD Grant funds, other Federal funds, or non-Federal funds. In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of Federal law, including, without limitation, the Constitution of the United States; the conditions of performance, non-discrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of the Department of

Transportation; and applicable Federal financial assistance and contracting principles promulgated by the Office of Management and Budget. In complying with these requirements, recipients, in particular, must ensure that no concession agreements are denied or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If DOT determines that a recipient has failed to comply with applicable Federal requirements, DOT may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds. Additionally, applicable Federal laws, rules and regulations of the relevant operating administration administering the project will apply to the projects that receive HP-ITD grant awards, including planning requirements, Service Outcome Agreements, Stakeholder Agreements, Buy America compliance, and other requirements under DOT's other highway, transit, rail, and port grant programs. For projects that are eligible under HP-ITD but are not eligible under DOT's other programs or projects that are eligible under multiple DOT programs, the HP-ITD program will determine the appropriate requirements to ensure the project is delivered consistent with program and Department goals. In particular, Executive Order 14005 directs the Executive Branch Departments and agencies to maximize the use of goods, products, and materials produced in, and services offered in, the United States through the terms and conditions of Federal financial assistance awards. If selected for an award, grant recipients must be prepared to demonstrate how they will maximize the use of domestic goods, products, and materials in constructing their project. HP-ITD grant projects involving vehicle acquisition must involve only vehicles that comply with applicable Federal Motor Vehicle Safety Standards and Federal Motor Carriers Safety Regulations, or vehicles that are exempt from Federal Motor Vehicle Safety Standards or Federal Motor Carrier Safety Regulations in a manner that allows for the legal acquisition and deployment of the vehicle or vehicles.

Additional provisions that apply to this NOFO and/or awards made under this NOFO, including but not limited to those related to UEI, 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.

### **Compliance with Federal Laws and Policies**

The applicant assures and certifies, with respect to any application and awarded Project under this NOFO, that it will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds and will cooperate with Federal officials in the enforcement of Federal law, including cooperating with and not impeding U.S. Immigration and Customs Enforcement (ICE) and other Federal offices and components of the Department of Homeland Security in the enforcement of Federal immigration law.

### **Domestic Preference Requirements**

[Executive Order 14005](#) As expressed in Executive Order 14005, 'Ensuring the Future Is Made in All of America by All of America's Workers' (86 FR 7475), the executive branch should maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. Funds made available under this notice are subject to domestic preference requirements based on the Operating Administration that administers the project, including 23 U.S.C. 313 (FHWA projects); 49 U.S.C. 5323(j) (FTA projects); 49 U.S.C. 22905(a) (FRA projects);

and section 70914(a) of the Build America, Buy America Act (all projects). The Department expects all applicants to comply without needing a project-specific waiver for domestic preference requirements.

### **Civil Rights and Title VI**

As a condition of a grant award, grant recipients must demonstrate that the recipient is in compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR Part 21) (including any amendments thereto), the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act, and all other civil rights requirements and accompanying regulations. This demonstration may include a current Title VI Program Plan and a Community Participation Plan (alternatively called a Public Participation Plan) or confirmation that these documents have previously been submitted to DOT; and a description of how the recipient has and will ensure its infrastructure, facilities, and activities for which it has ADA responsibility, are accessible and nondiscriminatory to people with disabilities. In addition, pursuant to section (3)(b)(iv)(A) of Executive Order 14173, *Ending Illegal Discrimination and Restoring Merit-Based Opportunity*, the Sponsor must agree that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 31 U.S.C. 3729(b)(4), and pursuant to section (3)(b)(iv)(B) of Executive Order 14173, the Sponsor must certify that it does not operate any programs promoting diversity, equity, and inclusion (DEI) initiatives that violate any applicable Federal anti-discrimination laws.

DOT and the applicable Operating Administrations' Office of Civil Rights may work with awarded grant recipients to ensure full compliance with Federal civil rights requirements. Recipients are encouraged to demonstrate efforts to create an equal employment opportunity in the workplace.

### **Performance and Program Evaluation**

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

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

relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

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

## 2 Reporting

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

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

## SECTION H - FEDERAL AWARDING AGENCY CONTACTS

For questions about this NOFO, please contact the FMCSA's Grants Management Office as listed below:

**Email:** [FMCSA\\_GrantMgmtHelpdesk@dot.gov](mailto:FMCSA_GrantMgmtHelpdesk@dot.gov)

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

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

## SECTION I - OTHER INFORMATION

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

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

For a general overview of the grants management cycle, FMCSA has developed grant resources for its applicants. These resources are available at: <https://ai.fmcsa.dot.gov/Grants/GrantManagement.aspx>

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

- HP Best Practices: [HP Best Practices.pdf](#)
- HP Resource Guide: [Grants Management HP Resource Guide.pdf](#)

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

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

## APPENDIX A – APPLICATION PACKAGE REQUIREMENT CHECKLIST

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

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

Document Name	Document Description and Location Information	Submit in:
Project Narrative	Project narrative must include a: Brief Introduction; Problem Statement(s); Performance Objective; Activity Plan; Performance Measurement Plan; and Monitoring Plan. For detailed requirements review <b>Section D Narrative Requirements</b> .	Grants.gov
Budget Narrative	Provide a description of the expenses by budget category which match the application's SF-424a Budget Categories columns for each project. Must include a detailed justification for the costs necessary to complete the proposed project. The level of detail should be sufficient for the reviewer to evaluate expenses are necessary, reasonable, allowable, and allocable as established by 2 C.F.R. part 200 and FMCSA MCSAP Comprehensive Policy (MCP). All line items must be rounded to the nearest whole dollar amount. For detailed requirements review <b>Section D Narrative Requirements</b> .  <b>Applicants are strongly encouraged to use the budget narrative template included in the HP-ITD application package on Grants.gov.</b>	Grants.gov
SF-424 Application for Federal Assistance	Required standard application form for all requests for federal assistance. Form requests contact information for: 1) Lead Principal Investigator or Program Director (program/project manager) [enter in Box 8f]; and 2) Authorized Representative (AR) Official (authorized signer) [enter in AR section following Box 21]. Available in the Grants.gov application package.	Grants.gov



SF-424A Budget Information for Non-Construction Programs	Required standard budget form for requests for federal assistance. Available in the Grants.gov application package.	Grants.gov
SF-424B Assurances for Non-Construction Programs	Standard assurances form associated with accepting federal assistance funds. This document indicates that the organization is in substantial compliance with various programs, regulations, and federal laws for a non-construction program. Available in the Grants.gov application package.	Grants.gov
Grants.gov Lobbying Form	Required form that allows organizations to indicate that they do not engage in lobbying activities. Available in the Grants.gov application package.	Grants.gov
SF-LLL Disclosure of Lobbying Activities (if applicable)	Standard form to report their lobbying activities if applicable. Available in the Grants.gov application package.	Grants.gov
Key Contacts Form	<p>Required for additional contacts that are NOT already on the SF-424 form for the GrantSolutions roles of:</p> <ul style="list-style-type: none"> <li>Authorized Representative Official (authorized signer)</li> <li>Principal Investigator or Program Director (program/project manager)</li> <li>Financial Official (person who files FFR's in GrantSolutions)</li> </ul> <p><b>NOTE: If more than one individual is designated in the same role, one individual must be identified as primary. Review the instructions Available in the Grants.gov application package.</b></p>	Grants.gov

Attachment Form	<p>Attachments should be submitted in Grants.gov with the application package. While supplemental attachments are allowed, the application's project and budget narratives must include all required information. The narrative must indicate when a supplemental attachment needs to be referenced.</p>	Grants.gov
Indirect Cost Rate Agreement (If Indirect Costs are included in applicant budget)	<p>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. If claiming Indirect cost charges, the grant recipient must include an active approved Indirect Cost agreement with the application submitted for funding. Should the grant recipient fail to provide an approved agreement during the pre-award phase and a grant is awarded, the grant recipient will have 90 days from the date of award acceptance to provide a copy of the IDC agreement. If we do not receive the required documentation within the allocated time frame, the grant recipient will not be reimbursed for Indirect charges for that fiscal year. Once an approved rate is provided to FMCSA, the grant recipient will then, be allowed to claim Indirect cost in the following fiscal year of the award. <a href="#">2 CFR § 200.414(c)</a>.</p> <p>Any non-federal entity that does not have a current negotiated (including provisional) rate, except for those non-federal entities described <a href="#">in appendix VII to 2 CFR part 200</a>, paragraph D.1.b, may elect to charge a de minimis rate of 15% of modified total direct costs, which may be used indefinitely. No documentation is required to justify the 15% de minimis indirect cost rate. <a href="#">2 CFR § 200.414(f)</a>.</p>	Grants.gov

## APPENDIX B – PROJECT NARRATIVE GUIDANCE

### What is a Budget Narrative?

The budget narrative explains the “what,” “how,” and “why” of each line item cost to carry out grant project goals, objectives, and activities. A budget narrative explains each budget component that supports the costs of the proposed work and 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 to support the cost being reasonable and allocable.

The budget narrative should be clear, specific, detailed, and mathematically correct. Be sure to round all requested federal funds and match to the nearest whole dollar. Please ensure the budget narrative totals match the SF-424A budget categories by project that is being requested.

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.

Sample Problem Statement	
<b>Definition</b> Description of the identified problem. Please include relevant details to identify the problem and to establish the baseline (include data source and how the State collects, maintains, and analyzes the data).	
Sample #1	Sample #2
The organization has identified the systems needed to run the State’s Motor Carrier Online Portal are either standalone Oracle or mainframe systems that can no longer be supported.	The organization has identified a data quality issue with inspection, IFTA, and IRP data when uploading from the current, unsupported, State CVIEW to FMCSA.
<b>Evaluation Consideration</b> FMCSA will consider the extent to which the organization has used available data to identify the cause of data quality issues affecting roadside screening systems.	

Sample Performance Objective	
<b>Definition</b> Description of the goal related to the problem statement. This can be measured in the number or percentage reduction of crashes, fatalities, injuries, and/or specified incidents) that will result by implementing specific strategies and activities.	
Sample #1	Sample #2
The State will procure and deploy a new CVIEW through a competitive bid process which will require regular maintenance updates to ensure acquired technology remains current. This project is referenced on page 42 of the approved PP/TLD.	The State will rebuild the Commercial Vehicle Operations (CVO) portal website in partnership with the State office of information technology utilizing widely used web standards and regulations. This project is referenced on page 34 of the approved PP/TLD.
<b>Evaluation Consideration</b> FMCSA will consider the extent to which the State lead agency describes sound program goals and objectives that are specific, measurable, and can likely be achieved during the grant period of performance. FMCSA will also consider the extent to which the State lead agency thoroughly explains why it selected the project goals and objectives to address the need(s) established in the Problem Statement.	

Sample Program Activity Plan	
<b>Definition</b> Description of the activities the organization believes will help mitigate the problem. This section should only be a high-level description – detailed activities will be described later.	
Sample #1	Sample #2
The organization will develop an RFP, review submissions, make an award, and deploy a new CVIEW utilizing contracted performance metrics.	The organization will deploy the XYZ electronic screening system to efficiently utilize resources in detecting compliance and safety issues. Inspections conducted as part of this system will be tracked and analyzed to determine safety benefits versus locations without this technology.
<b>Evaluation Consideration</b> FMCSA will consider the extent to which the organization describes tasks, activities, and timelines to achieve the project goals.	

## Sample Performance Measurement Plan

### Definition

Description of how the organization 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 (if quarterly reporting is not practicable, explain how the annual outcome will be reported).

Sample #1	Sample #2
The organization will record inspections conducted at all fixed inspection facilities Statewide resulting from electronic screening, to include Driver OOS, Vehicle OOS and total Violations detected. Using this information, the organization will adjust the number of officers assigned to future enforcement details to provide the most impact in detecting OOS conditions electronically and reducing crashes along the interstate corridor by 5 percent.	The organization will deploy 5 virtual weigh stations along bypass routes and high crash corridors in the southern 3 counties where traditional weigh/inspection areas are not conducive to the geography. Roadside enforcement officers will be trained in using this technology remotely to effectively enhance their enforcement activities to reduce crashes and imminent threats to the safety of the motoring public.

### Evaluation Consideration

FMCSA will consider the extent to which the organization thoroughly outlines how it will monitor the effective implementation of the strategies and document the project outcomes.

## APPENDIX C – BUDGET NARRATIVE GUIDANCE

Budget narrative template is included with the HP-ITD application package on Grants.gov.

**Applicants are strongly encouraged to use the template to aid with developing a responsive budget narrative.**

### Budget Narrative

Provide a description of the expenses by budget category which match the application's SF-424a Budget Category columns for **each project**. Narrative must include a detailed justification for the costs necessary to complete the proposed project. The level of detail should be sufficient for the reviewer to evaluate expenses are necessary, reasonable, allowable, and allocable as established by [2 CFR part 200](#) and FMCSA's MCSAP Comprehensive Policy (MCP).

**Expenses must be itemized to demonstrate how the total cost was determined.** For example, Travel cost must not be bundled but must show how total was determined by itemizing cost for airline, lodging, taxi, etc. **All line items must be rounded to the nearest whole dollar amount.**

## What Costs are included in a Budget Narrative?

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

Below is a sample personnel budget narrative. FMCSA evaluates the personnel budget narrative to determine whether the proposed number of personnel is appropriate and includes sufficient staffing to meet the project objectives. The proposed effort should be consistent with the effort required by the project plan. The labor mix should be consistent with the caliber of effort – professional/ nonprofessional/clerical – required by the grant project plan. FMCSA also reviews the personnel budget to determine whether or not the salary ranges proposed are reasonable.

Sample Personnel Budget Narrative							
Salary Information							
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Cost	100% Federal Share	0% State Match
<i>Supervisor</i>	1	100	2080	\$28	\$58,240	\$58,240	\$0
<i>Trooper (part-time)</i>	1	50	1040	\$19	\$19,760	\$19,760	\$0
<b><i>Sub-Total Salary</i></b>					<b><i>\$78,000</i></b>	<b><i>\$78,000</i></b>	<b><i>\$0</i></b>
The ITD Supervisor manages activities of the project. She/he spends 100 percent of 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 is 1 Trooper (1 PT) assigned to this project to ensure all field operations needs are met, and to coordinate a Field Operational Test.							

**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 under 2 CFR § 200.431 provided that the benefits are reasonable and are required by law, a non-federal entity-employee agreement, or written policy of the non-federal entity. FMCSA will reimburse fringe costs only for personnel 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., actual fringe benefits, rate approved by the Health and Human Services Statewide Cost Allocation Plan or cognizant agency). Explain what is included in the benefit package.
- Do not combine the fringe benefit costs with direct salaries and wages in the personnel category.

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

Sample Fringe Benefits Budget Narrative						
Position(s)	Fringe Rate	% of Time	Annual Salary	Total Cost	100% Federal Share	0% State Match
Supervisor	16.72%	100	\$58,240	\$9,738	\$9,738	\$0
Trooper (part-time)	16.72%	50	\$39,520	\$3,304	\$3,304	\$0
<b>Sub-Total Fringe Benefits</b>				<b>\$13,042</b>	<b>\$13,042</b>	<b>\$0</b>
Fringe benefits include cost of health insurance, retirement, workers' compensation, and unemployment benefit plans. It is calculated at the average rate of 16.72 percent as recognized by the cognizant agency. This rate is applied to the average hourly rate of \$19 per trooper, with a projected 2,080 hours worked annually. The 1 part-time trooper will average 50 percent working on the program or an average of 1,040 hours.						



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

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

Below is a sample travel budget narrative. Costs for **employee** attendance at conferences, 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 (i.e., backed up by actual days on the road, State per diem costs, hotel expenses, and any allowable miscellaneous costs).

Sample Travel Cost Budget Narrative					
Purpose	# of Staff	Days	Total Cost	100% Federal Share	State Match
CVIEW Acceptance Training	15		\$27,000	\$27,000	\$0
FMCSA MCSAP/ITD/PRISM Conference	10		\$18,000	\$18,000	\$0
<b>Sub-Total Travel</b>			<b>\$45,000</b>	<b>\$45,000</b>	<b>\$0</b>
<p>CVIEW Acceptance Training is expected to be conducted during the year. Fifteen staff members will be attending training. Our experience has shown that the average cost for this training, which includes, airfare, per diem, hotel, taxi, and related expenses has come to \$1,800 per employee.</p> <p>FMCSA expects to hold an annual national conference, but the conference's location and related costs cannot be determined at this time. We are budgeting based on last year's average cost at \$1,800 per employee.</p>					

**Equipment:** Equipment is tangible personal property with a useful life of more than one year and a unit acquisition cost of the lesser of the capitalization threshold established by the non-federal entity or \$10,000. FMCSA evaluates the need for the equipment (e.g., ratio of employees to equipment) in the budget narrative and how it supports project activities. FMCSA also evaluates the extent to which the equipment is being used to support more than one cost objective. If it does, FMCSA reviews the cost to ensure the expenses have been properly allocated. Additionally, FMCSA reviews past performance information to determine if the same equipment for the project/program was purchased in previous years. If the same equipment was previously purchased for the same project/program in previous years, the applicant must explain the need for the additional equipment.

Some helpful tips: If your capitalization threshold is less than \$10,000, indicate in the narrative the threshold level to support it was properly categorized. Items costing less than \$10,000 each should be categorized as supplies or other, depending on the item.

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

Sample Equipment Cost Budget Narrative					
Item Name	# of Items	Cost per Item	Total Cost	100% Federal Share	0% State Match
Mobile LPR's	12	\$36,000	<b>\$432,000</b>	\$432,000	\$0
<b>Sub-Total Equipment</b>			<b>\$432,000</b>	<b>\$432,000</b>	<b>\$0</b>
The State requests 12 Mobile License Plate Readers (LPR) to replace units that have reached their useful life expectancy by the State's replacement policy. These LPR's will be used for detecting vehicles associated with carriers operating in violation of a federal OOS order and selecting vehicles for inspection based on the CVIEW reply as outlined in the application. This project is referenced on page 42 of the approved PP/TLD.					

**Supplies:** Supplies are tangible personal property other than equipment. 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 does not need to 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, for example, \$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.

#### Sample Supplies Cost Budget Narrative

Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Cost	100% Federal Share	0% State Match
General Office Supplies	12	Month	\$39	\$468	\$468	\$0
Mobile Printers	7	Item	\$250	\$1,750	\$1,750	\$0
Laptop Computers	12	Item	\$2,000	\$24,000	\$24,000	\$0
<b>Sub-Total Supplies</b>				<b>\$26,218</b>	<b>\$26,218</b>	<b>\$0</b>
General office supplies are required for 26 officers in the program. Ten part-time troopers require new laptop computers, and five full-time officers require new mobile printers to complete this grant's activities. These officers conduct roadside inspections to fulfill reporting requirements. The extra mobile printers and laptops are requested for replacement purposes.						

**Contractual:** A contract is a legal instrument by which a recipient purchases property or services necessary to carry out the federal project.

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/subrecipient, if known. If not, indicate that the selection is pending and an estimated timeframe when the vendor/sub-grant recipient will be selected. In the application, **the most important** component of the contractual budget narrative is the purpose of the contract/sub award and **how the cost was estimated or derived** (i.e., estimated number of hours, estimated hourly rate).

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

For example, contractual costs could include training, maintenance contracts, or other service contracts except those which belong in different object classes such as equipment or supplies (depending upon your organization's policy). The term "procurement" is used to identify the process of acquiring goods and services from sources outside of the grant recipient organization.

When procuring goods and services under a federal award, an organization must follow the procurement standards at 2 CFR §§ 200.317 - 200.327 and same policies and procedures it uses for procurements for its non-federal funds. Non-competitive procurements should only be used in limited circumstances and should be a last resort.

Non-competitive procurements must comply with 2 CFR § 200.320(c).

**Guidance for Subrecipient Costs:** A subaward is an award provided by the recipient (also known as a pass-through entity or prime recipient) to a subrecipient. Characteristics of a subrecipient include that the subrecipient has its performance measured in relation to whether objectives of a federal program were met; a sub-recipient 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. For more information in determining subrecipients see 2 CFR § 200.331.

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

Below is a sample contractual budget narrative for contractor costs. If you intend to provide funding to another organization as a subaward, provide a new object class budget narrative and line-item budget for each sub-grant recipient organization.

Sample Contractual Cost Budget Narrative			
Description of Services	Total Cost	% Federal Share	State Match
Contract services for CVIEW implementation	\$200,000	\$200,000	\$0
<b>Sub-Total Contractual</b>	<b>\$200,000</b>	\$200,000	<b>\$0</b>
Contract services for CVIEW implementation include an assessment of the quality of our data systems and the contractor oversees the development of plans to implement improvements to the system that support the State's ITD program. The contractor will conduct analyses of data used in the planning and development of the CVIEW, evaluating program and legislative initiatives, and monitoring the performance of the program.			

**Other:** Other costs are costs that do not fit within any of the other object class categories. Typical costs in this category include professional services and rent for space used to conduct occasional project activities, utilities, and printing costs. 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. FMCSA also evaluates the costs to ensure that no unallowable costs, such as entertainment expenses, are included.

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

Some helpful tips:

- Group Other object class costs whenever possible (e.g., space, rental, communication, printing, maintenance) in the budget and explain how they support the grant activities.
- Ensure that other costs such as professional services, audit, postage, printing, and facilities expenses are not already accounted for in either your indirect cost rate agreement or cost allocation plan.

Below is a sample Other budget narrative.

Sample Other Cost Budget Narrative						
Item Name	# of Unit/ Items	Unit of Measurement	Cost Per Unit	Total Cost	100% Federal Share	0% State Match
Copy machine rental	12	Item	\$50	\$600	\$600	\$0
<b>Sub-Total Other</b>				<b>\$600</b>	\$600	<b>\$0</b>
The rental of the copy machine is shared with the administration. The machine is used on a daily basis to print inspection reports and associated ITD program management documents. A code is punched in whenever it is used for grant purposes. The cost is based on the average, prior grant year usage of the machine for grant activities.						

**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. 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.

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. Recipients may not receive reimbursement for indirect costs until the rate is approved.

To support the budgeted indirect costs, provide the calculations that were used to derive the amount, such as the base to which the indirect cost rate was applied, the type of rate (e.g. provisional, fixed, pre-determined or de minimis), the rate (i.e. 3.5%), and the total amount.

Indirect Cost Budget Narrative:			
Type of Rate: (provisional, fixed or pre-determined)	Rate (%)	Base of Budgeted amount	Total Indirect Cost
Provisional General and Administrative Rate (G&A)	3.5%	\$10,000	\$350
Provisional Overhead	5.0%	\$12,000	\$600
<b>Total Cost for Indirect Costs:</b>			<b>\$950.00</b>
See attached IDC agreement, DOJ is cognizant agency, to support the rates used in budgeting. The G&A base of \$10,000 is labor + fringe benefits. The overhead base is \$12,000, which is labor, fringe and other direct costs.			