



U.S. Department of Transportation
Federal Motor Carrier Safety
Administration

CDLPI Grant Template Training

March 19, 2024

A large orange and black commercial truck, possibly a dump truck or similar heavy-duty vehicle, is parked in front of a grey metal building. The truck has a black cab and a large orange body. The background shows some greenery and a clear sky.

**We're
Driving
Safety**

Agenda



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- 1** Commercial Driver's License Program Implementation (CDLPI)
Grant Template Overview
- 2** CDLPI Grant Template Demonstration
- 3** Additional Information

CDLPI Application Grant – Project Narrative

Overview

- Project plans are a critical piece of the CDLPI Grant application
- This template aims to help applicants improve project plans and apply for the CDLPI Grant more efficiently

The Project Narrative is intended to:



Help applicants produce more detailed project plans



Simplify the project plan element by providing selection options and narrative fields to address project plan requirements



Streamline FMCSA's Merit Review Process

CDLPI Application Grant – Budget Narrative



Overview

- Budgets are another critical piece of the CDLPI Grant application
- This template aims to help applicants improve budget narratives and apply for the CDLPI Grant more efficiently

The Budget Narrative is intended to:



Help applicants produce more detailed budget narratives



Simplify the budget narrative element by providing worksheets and narrative fields to address budgeting requirements



Streamline FMCSA's Merit Review Process

How to Submit a CDLPI Grant Application



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Create and Submit Your Template

1. Fill out the CDLPI Grant template
2. Create a PDF version of your template
3. Submit your FULL application through Grants.gov
 - Attach the template PDF

You will receive a tracking number from Grants.gov after submitting your application

Update and Resubmit Your Template

1. Add your tracking number from Grants.gov to your template
2. Submit your updated template for review
 - Your completed template **MUST** match the version submitted through Grants.gov

Resources to Support a CDLPI Grant Application



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CDLPI Template Instructions Job Aid

- Provides details on the structure of the template
- Explains how to use each element in the template

Additional Resources

- Reference the following documents when writing your project plan:
 - [FY2024 CDLPI NOFO](#)
 - [CDLPI Application Best Practices](#)
 - [CDLPI Grant Application Tips](#)
 - [SF-424/SF-424A Forms](#)


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CDLPI Template Instructions

**Objective**

This document provides an overview of the Commercial Driver's License Program Implementation (CDLPI) Grant application Project Plan Template and offers important information to help an applicant complete their project plan using the web-based application. It provides details on the template structure and how to use each element in the template.

Project Plan Template Overview

The CDLPI web-based Project Plan Template is a pilot for the CDLPI Grant application package. The CDLPI Project Plan Template is designed to assist an applicant in creating performance-based project plans. It is not designed to help an applicant create a budget narrative. Applicants must create and upload a budget narrative as a separate attachment. Each application may not contain more than four project narratives. Any additional projects must be submitted through a separate CDLPI Project Plan Template. Applicants must still follow the application instructions described in the CDLPI Grant program Notice of Funding Opportunity (NOFO) and submit their complete application through Grants.gov. This template does not replace the application process described therein; an applicant must still complete forms SF-424 and SF-424A, budget narrative(s), and other requirements outlined in Appendix A of the NOFO for their application to be considered complete.

Before You Begin Your Application

Applicants must register in the System for Award Management (SAM) and obtain your unique entity identifier (UEI) created in SAM.gov. See NOFO Section D. 3. for more details.

Have the following documents available when writing your project plan:

- CDLPI Notice of Funding Opportunity (NOFO)
- CDLPI Application Best Practices
- SF-424/SF-424A forms

CDLPI Grant Application Steps When Using the Project Plan Template

- 1 Fill out the template
- 2 Save your template
- 3 Create a PDF of your template and save it for uploading to Grants.gov
- 4 Submit your FULL application through Grants.gov; Remember to attach the Project Plan Template PDF created in step 3
- 5 Once you receive your tracking number from Grants.gov, go back to your template application
- 6 Enter the Grants.gov tracking number in the template
- 7 Save your template
- 8 Submit your Project Plan Template for FMCSA review*

*Your submitted template MUST match the application submitted through Grants.gov

Need more information? View the National CDL Program Training at <https://ai.fmcsa.dot.gov/grants/CDLPI.aspx>

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CDLPI Grant Template Demonstration





Poll Question

Using the CDLPI Grant Template



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Please provide a response
to the displayed question.

Are you planning to use the CDLPI Grant Template?

- Yes
- No
- Not sure (please explain in the chat)

CDLPI Grant Template Feedback

You will receive a feedback survey after the application due date

- The survey is optional but encouraged
- Completing the survey will NOT impact your application
- FMCSA will NOT see feedback until after awards have been decided
- More information on the survey will be shared later

Why should you complete the survey?

- Provide feedback to highlight helpful and unhelpful elements of the template
- Share valuable insight about how the template can be improved

Contact Information



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CDLPI Grant Application Template and technical assistance questions

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CDLPI Grant Program and CDLPI NOFO questions