

CRASH CAUSAL FACTORS PROGRAM (CCFP) COOPERATIVE AGREEMENT PROGRAM NOTICE OF FUNDING OPPORTUNITY

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SECTION A – BASIC INFORMATION

Federal Agency Name:	U.S. Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) Grants Management Office (GMO); MC-BG 1200 New Jersey Avenue, SE West Building Washington, DC 20590
Funding Opportunity Title:	Crash Causal Factors Program (CCFP) Cooperative Agreement Program
Announcement Type:	Initial
Funding Opportunity Number:	FM-CCFP-27-001
Assistance Listing Number:	20.246
Funding Details	\$7 million in total funding is available for award
Key Dates:	Application Due Date – December 28, 2026 5:00 p.m. EST
Executive Summary	The principal purpose of the CCFP Cooperative Agreement Program is to provide funding to eligible States and local jurisdictions in order to collect the data required for a comprehensive study of commercial motor vehicle (CMV) crash causal factors, as required by statute under section 23006 of the Infrastructure Investment and Jobs Act, Public Law Number 117-58 (2021). The CCFP was established to accomplish this congressionally mandated study. Through the CCFP Cooperative Agreement Program, FMCSA seeks to fund activities that maximize effective data collection in support of CCFP goals and objectives.

Eligible Applicants

Applicants eligible for CCFP funding must be located within a participating Heavy-Duty Truck Study sample or alternate State. Local agency applications will be limited to those agencies identified below. CCFP funded awards are thus available to the following entities:

Participating States: Massachusetts, New York, Missouri, New Jersey, Maine, Connecticut, Maryland, Indiana, Ohio, Wisconsin, Mississippi, Texas, Oklahoma, Alabama, South Carolina, Kentucky, Virginia, North Carolina, Florida, Washington, South Dakota, Iowa, Kansas, Minnesota, Utah, Nevada, Nebraska, Idaho, Arizona, Montana

Alternate States: Georgia, West Virginia, Illinois

Local Entities:

- Florida: City Police Department (CPD) Hillsborough, CPD Miami-Dade, CPD Palm Beach, CPD Polk
- Indiana: Indianapolis Metro Police Department (PD)
- Kentucky: Louisville PD
- Missouri: Kansas City PD and St. Louis PD
- New York: New York City PD
- Ohio: Columbus PD
- Texas: Austin PD, El Paso PD, Fort Worth PD, Houston PD, San Antonio PD

All applicants are subject to a review of their compatibility to participate in the CCFP. The review is intended to verify jurisdictions' ability to complete the requisite tasks for inclusion in the study sample.

Agency Contact Information:

Financial application concerns:

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Programmatic application concerns:

Mr. Dan Meyer

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SECTION B – ELIGIBILITY INFORMATION

1 Eligible Applicants

The following section specifies the applicants eligible for award. All States were surveyed via an Information Collection Request (OMB Control No. 2126-0079) in 2024. Based upon the results of the survey, the States and local entities listed below met the following criteria for eligibility: 1) they have the capacity and infrastructure in place to provide the information required for this study, and 2) a historically sufficient number of qualifying crashes occur within their jurisdiction.

1.1 General Eligibility

Applicants eligible for CCFP funding must be located within a participating sample or alternate State. Local agency applications will be limited to those agencies identified below.

CCFP funded awards are available to the following entities:

- **Participating States:**
 - North Region: Massachusetts, New York, Missouri, New Jersey, Maine, Connecticut, Maryland, Indiana, Ohio, Wisconsin
 - South Region: Mississippi, Texas, Oklahoma, Alabama
 - Southeast Region: South Carolina, Kentucky, Virginia, North Carolina, Florida
 - West Region: Washington, South Dakota, Iowa, Kansas, Minnesota, Utah, Nevada, Nebraska, Idaho, Arizona, Montana
- **Alternate States:**
 - Southeast Region: Georgia, West Virginia
 - North Region: Illinois
- **Local Entities listed below:**
 - Florida: City Police Department (CPD) Hillsborough, CPD Miami-Dade, CPD Palm Beach, CPD Polk,
 - Indiana: Indianapolis Metro PD,
 - Kentucky: Louisville PD,
 - Missouri: Kansas City PD and St. Louis PD,
 - New York: New York City PD,
 - Ohio: Columbus PD,
 - Texas: Austin PD, El Paso PD, Fort Worth PD, Houston PD, San Antonio PD.

All applicants are subject to a review of their compatibility to participate in the CCFP. The review is intended to verify jurisdictions' ability to complete the requisite tasks for inclusion in the study sample.

For profit organizations and individuals are NOT eligible recipients.

1.2 Participation by Local Law Enforcement Agencies and Other Entities

The FMCSA strongly encourages the participation of the local law enforcement agencies listed above and other eligible entities in CCFP safety projects either directly as applicants or in partnership with MCSAP lead agencies. Any entity applying directly to FMCSA for CCFP funding must provide a statement in the project narrative introduction (see Section D 1.2(a)) within the application certifying that the applicant meets the six conditions below from 49 CFR § 350.405.

- a. Prepare a proposal that is responsive to the NOFO; coordinate the proposal with the Lead State Agency to ensure the proposal is consistent with State's CCFP Plan;
- b. Certify that the applicant has the legal authority, resources, and existing trained and qualified personnel necessary to perform the functions specified in the proposal;
- c. Designate an individual who will be responsible for implementing, reporting, and administering the approved proposal and who will be the primary contact for the project;
- d. Agree to prepare and submit all reports required in connection with the proposal or other conditions of the cooperative agreement;
- e. Agree to use the forms and reporting criteria required by the Lead State Agency or FMCSA to record work activities and data collection to be performed under the proposal;
- f. Certify participation in national databases appropriate to the project.

2 Cost-Sharing and Matching Requirements

FMCSA will not require a matching share for this cooperative agreement program.

3 Other

The below are specific items that must be completed for your application package to move forward to the Merit Review process. See Section B(1.1), General Eligibility. If any of these items are not fulfilled the application will not be considered eligible.

To be considered a complete application, the applicant must ensure:

- The application was submitted by the deadline.
- The application was submitted by an eligible applicant, as described in Section B(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 Grants.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 CCFP Cooperative Agreement Program.

SECTION C – PROGRAM DESCRIPTION

1 Overview and Authorizing Statutes and Regulations

The U.S. Department of Transportation's (USDOT) Federal Motor Carrier Safety Administration (FMCSA) announces the Fiscal Year (FY) 2027 Crash Causal Factors Program (CCFP) Notice of Funding Opportunity (NOFO), Funding Opportunity Number FM-CCFP-27-001, to solicit applications from eligible entities to support the Crash Causal Factors Program.

The CCFP is authorized by section 23006(b) of the Infrastructure Investment and Jobs Act (IIJA, Public Law Number 117-58) and the source of the funding is from P.L. 116-200, "Consolidated Appropriations Act, 2021". For FY 2027, FMCSA anticipates awarding up to \$7,000,000 to entities identified further in this document, with an award ceiling of up to \$500,000 per award. Final funding amounts are subject to the availability of funds appropriated by Congress.

2 Crash Causal Factors Program Cooperative Agreement Program Goals and Objectives

The CCFP is part of the USDOT and FMCSA's heightened effort to reduce roadway fatalities involving commercial motor vehicles (CMVs). P.L. 116-200 makes available \$30M for FMCSA to study the cause of large truck crashes while section 23006(b)(1) of the Infrastructure Investment and Jobs Act (IIJA, Public Law Number 117-58) requires the Secretary to "carry out a comprehensive study to determine the causes of, and contributing factors to, crashes that involve a commercial motor vehicle." To reconcile the differences in IIJA and P.L. 116-200, FMCSA developed the Crash Causal Factors Program (CCFP), FMCSA's initiative to better understand the causal factors in crashes involving CMVs and provide resources to inform safety programs and crash countermeasures. The CCFP is establishing a framework to compile crash data that States and local jurisdictions already collect in a national database. This data, combined with supplemental data needed to answer specific research questions, will support a series of in-depth CCFP studies and ongoing ad hoc analysis conducted by FMCSA, State/local partners, and other entities.

The CCFP expands on the original Large Truck Crash Causation Study (LTCCS) that investigated nearly 1,000 injury-causing and fatal crashes involving large trucks from 2001 to 2003. In the two decades since the LTCCS concluded, the motor carrier industry has grown significantly, and the transportation sector has seen extensive changes in available technology, vehicle safety features, driver behaviors, and roadway design.

The goal of the CCFP is to provide nuanced, updated insight into the factors that contribute to crashes involving CMVs—taking into account the many changes that have occurred since the original study was completed over 20 years ago—and to empower stakeholders to refine their safety programs and activities and ultimately reduce crashes. To do so, the program will carry out a series of peer-reviewed studies that focus on specific vehicle types and crash severities. It will make the anonymized datasets available to stakeholders while also carrying out analysis and producing an analytical report. In addition to the studies, the CCFP will establish a foundation for continued data collection and ad hoc analysis through a database, dashboards, and other resources.

Success depends on the participation of State and local jurisdiction partners who will be asked to collect much of the crash data and submit it to the CCFP database. The program strives to streamline data collection activities, creating an efficient, cost-effective program that can sustain subsequent studies. To prepare effectively, the team previously asked FMCSA Divisions, States, and local jurisdiction agencies to complete a series of surveys regarding existing crash response and data collection processes. Engaging these groups at an early stage and fostering a sense of collaboration and joint ownership will help ensure the program is successful.

Ultimately, advances in safety are the main impetus for the CCFP. The CCFP aims to produce scientific, trustworthy resources and analysis that will drive further research and help optimize safety programs. The program needs to reach groups that can leverage the data and insights to carry out activities that improve safety. These include government agencies, safety advocacy groups, research institutions, and other entities interested in using crash data to make decisions and drive the development of countermeasures.

This NOFO provides important information about the CCFP's national priorities and highlights the critical required information needed to prepare and submit an application.

3 CCFP Award Performance Goals

FMCSA will measure whether CCFP Cooperative Agreement applications meet the performance goals outlined in the application by assessing performance indicators specified in the application. Applicants should additionally specify performance indicators related to how they will achieve activities such as:

- Gathering and reporting data from qualifying States.
- Conducting post-crash inspections of CMVs involved in qualifying crashes.
- Conducting post-crash investigations and/or reconstructions of CMVs involved in qualifying crashes.

4 CCFP Funding Activity Descriptions

This section discusses eligible funding opportunities for the CCFP Cooperative Agreement Program. Applicants are encouraged to describe how their proposed project addresses one or more of these funding opportunities.

The CCFP will incorporate data that is already being collected by States and local jurisdictions, rather than engaging contracted crash data collectors to respond to the scene and collect data independently. This approach:

- Reduces duplicate efforts at the crash scene, avoiding congestion at the crash scene and lowering the cost of carrying out studies.
- Minimizes the impact on States by aligning closely with existing procedures.
- Benefits from the expertise and experience of trained professionals, ensuring more authoritative, higher quality data.
- Creates opportunity for greater value from the data already being collected.

- Provides CMV-specific data that is often excluded from crash studies, allowing analysts to answer research questions that are important for regulatory, enforcement, and programmatic considerations.

The CCFP will execute a study, focusing on a specific CMV population. This phase of the program, the Heavy-Duty Truck Study, will establish a foundation for potential future phases.

This peer-reviewed study will collect and analyze a nationally representative sample of crash data. Importantly, data protection measures will be in place to protect drivers, motor carriers, and others who may be contacted by officials for information following a crash. The study data will be used only for research purposes, and any data that is made publicly available will be anonymized.

The Heavy-Duty Truck Study aims specifically to better understand fatal crashes involving Class 7/8 trucks (heavy-duty trucks) in the United States. The study data as well as the analytical report that will be produced at the close of the study are intended to help inform policy and regulations, safety programs, and activities carried out by safety advocacy groups, CMV industry groups, motor carriers, drivers, and the public, ultimately to improve safety for everyone and prevent crashes. Researchers and commercial entities may also be able to leverage the data and insights to enhance their understanding of crashes and develop effective prevention tools and strategies.

During the data collection period, cooperation from motor carriers, drivers, and other parties involved in qualifying crashes will be critical to ensure the study collects accurate, complete, and thorough data.

4.1 General

Under this NOFO, FMCSA seeks to fund activities that maximize effective data collection in support of CCFP Program Goals and Objectives. In describing their proposed projects, applicants should follow the **Project Narrative Requirements in Section D(1.2)**.

The following activities and programmatic areas will be prioritized:

Crash Response

Efforts under this priority should focus on advanced crash reconstructions and/or post-crash investigations of fatal crashes involving Class 7 and 8 (over 26,000 pounds) CMVs within the sample jurisdictions. The funding aims to enhance the capability of law enforcement agencies to conduct thorough CMV crash investigations and advanced data collection.

The activity under this section should not include basic incident response activities for the purpose of completing basic State-required police crash reports (PCRs).

The applicant should identify their personnel notification policies and response protocols for CMV crash reconstruction and post-crash investigations to ensure accurate data collection.

Provide a description of how the applicant determined they have the staffing, equipment, training, and ability to participate in the CCFP data collection. Information should describe the applicant's current CMV reconstruction capabilities, equipment, and training, including how long they have been actively conducting advanced CMV crash investigations. **NOTE: The creation of new reconstruction and/or post-crash investigation teams will not be funded under this program.**

Considering the depth and breadth of CMV crash fatality investigations and inspections, overtime costs are authorized under this agreement. Applicants should provide a historical basis for estimated overtime costs.

Post Crash Inspection and Data Collection Activities

Efforts under this priority focus on post-crash CMV inspections and advanced data collection activities. All CMV fatal crash reconstruction and investigation activities funded under this program must include CMV post-crash inspections completed by North American Standard (NAS) Part A/B certified officers.

The activity under this section should not include basic inspection and crash data entry activities required under the Motor Carrier Safety Assistance Program (MCSAP).

Use of funds for this activity include but are not limited to:

- Personnel utilized specifically for fatal post-crash CMV inspections.
- Personnel or contracted services utilized specifically for advanced CMV data collection and/or reporting related to this program.

Considering the additional data collection activities required for this program, reimbursements for overtime costs are authorized. Applicants should provide a historical basis for estimated overtime costs.

Equipment needed for data collection

Funding may be provided for necessary equipment used in data collection for qualifying CMV crashes. Only advanced

equipment directly related to reconstruction and data gathering for qualifying CMV crashes is eligible. Funding requests should be pro-rated for equipment purchased that has both CMV and non-CMV investigative and/or reconstruction applications.

Use of funds for this activity includes but is not limited to: brake checking tools, event data recorder (EDR) software and hardware (CMV heavy vehicle EDR (HVEDR) is 100% fundable), drones, total stations, airbag download equipment, etc. (pro-rated accordingly).

4.2 Funding Considerations

Routine expenses, such as vehicles and operational expenses, should be supported under a State's MCSAP formula grant awarded to a MCSAP lead agency and generally will *not* be considered under the CCFP program. However, States are eligible to request equipment and related expenses to supplement their support of CCFP projects if they can clearly demonstrate a necessity beyond their current MCSAP allocation.

Participating local governments (see Section B, Eligibility Information) are eligible to request equipment and related expenses to supplement their support of the CCFP projects listed in this NOFO.

Applicants should refer to the CCFP Cooperative Agreement Cost Eligibility document in Appendix C for guidance on eligible projects and costs.

SECTION D – APPLICATION CONTENTS AND FORMAT

1 Content and Form of Application Submission

The application package must contain the elements listed below to be considered for an award.

1.1 Formatting

The application must follow the format and limitations stated below:

- a. Application must be prepared on 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. Times New Roman 12 pt. font must be used for all text, including tables and graphs.
- d. Applications 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. The FMCSA will not read or consider any materials beyond the specified page limit in the application review process. NOTE: The 35 total page limit is inclusive of the introduction, problem statement(s), performance objective(s), project/performance activity(s), performance measurement(s) plan, monitoring and reporting plan, and budget narrative. Submission of other documentation and forms described in Appendix A will not count against the application page limit.
- f. The application package must contain the elements listed below and all documentation described in Appendix A to be considered for an award. Appendix B contains examples for formatting purposes only, but those examples are not required to be used.
- g. The application may not include more than four projects.

1.2 Project Plan Narrative 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 contacts form, 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.

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) of the project. The introduction must reference the applicable priority(s) being met as described in Section C(4) CCFP Funding Activity Descriptions. This section must include the intended outcome(s) of the proposed project.

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. Applicants must include an objective data source, source date, and trend analysis of fatal crashes involving Class 7/8 large trucks that occurred in their jurisdiction over the past 3 years. The applicant also should explain how the data is collected, maintained, and analyzed. Data must include clear and concise information directly related to the problem(s).

c. Performance Objective

Provide a description of the applicant's anticipated quantifiable goal/objective related to the above problem statement. This can be measured in numbers, percentages, or other forms that accurately measure the **outcomes** the applicant anticipates will result from implementing the strategies and activities proposed. Goals should be **SMART: Specific, Measurable, Achievable, Realistic, and Time-bound**.

d. Performance Activity Plan

Provide a description of the activities the applicant will conduct to help mitigate the problem and achieve the objective. Each activity should provide a baseline and benchmark that is measurable. The data element must be quantifiable and will measure the movement against the established baseline.

When developing the activity plan, consider the number and frequency of activities you believe will bring progress towards the ultimate objective defined.

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

e. Performance Measurement Plan

The applicant should provide a description of how the applicant determined it has the staffing, equipment, training, and ability to participate in the CCFP data collection. Information should describe the applicant's CMV reconstruction capabilities and training, including how long it has been actively conducting advanced CMV crash investigations. The applicant should identify its personnel notification policies and response protocols for CMV crash reconstruction and post-crash investigations to ensure accurate data collection. The applicant must describe how performance will be measured and reported. Measurements must 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 Timeline/Milestone 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.

g. Budget Narrative

A budget narrative is a description, by budget category (object class), that details the costs necessary to complete the proposed project. A well-written budget narrative ensures that the applicant has properly documented proposed costs. The level of detail should be sufficient to justify the funding requested and should make a natural connection to the activities and objective of each project. Applicants are strongly encouraged to use the sample budget narrative format included in [Appendix B](#). In order to allow reviewers to evaluate the reasonableness, necessity, and allocability of all costs, applications should include a detailed budget narrative and a budget justification broken out by individual objectives.

Each project must have its own budget narrative that 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. Round all cents up or down to whole dollars.**

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 (C)(4). FMCSA may adjust the applicant's budget, which will require the submission of an updated SF-424, SF-424A, and budget narrative.

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>.

Section 2.3 – SF-424 and SF-424A provides exceptions to the instructions and highlights key areas of the form.

A budget narrative template is included with the CCFP 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:

- CCFP Cooperative Agreement Cost Eligibility Document – [Appendix C](#)

1.3 SF-424 and SF-424A

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 Award (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 will 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.**

1.4 Grant 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 CCFP application, and other federal funds with specific amounts for each funding source.

SECTION E – SUBMISSION REQUIREMENTS AND DEADLINES

1 Address to Request Application Package

Potential applicants may obtain all forms included in this Notice at www.grants.gov.

If you require paper copies of materials, you may request copies at:

Email: 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 Questions about the NOFO

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

Email: 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.

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

The applicant must:

- i. Register in the System for Award Management (SAM) <https://sam.gov> prior to submitting an application;
- 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 always maintain an active SAM registration with current information 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 CCFP Financial Assistance **ARE DUE ON DECEMBER 28, 2026 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 in advance of the deadline.

4.3 Late Applications

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

5 Intergovernmental Review of Federal Programs

All applications under the Notice are subject to Executive Order (E.O.) 12372. The applicants with a Single Point of Contact (SPOC), and therefore a requirement to comply with E.O. 12372, are listed on the Office of Management and Budget's (OMB) website at: www.whitehouse.gov/omb or <https://www.archives.gov/federal-register-codification/executive-order/12372.html>.

6 Funding and Number of Awards

The CCFP is authorized by section 23006(b) of the Infrastructure Investment and Jobs Act (IIJA, Public Law Number 117-58), and appropriated in the Consolidated Appropriations Act, 2021 (Public Law No: 116-260).). The FMCSA anticipates making up to 30 awards in response to this NOFO. FMCSA anticipates awarding up to \$7,000,000 in total during FY 2027. Final funding amounts are subject to the availability of funding appropriated by Congress.

The FMCSA will limit federal funding to a total amount of up to \$500,000 per award.

7 Type of Award

Awards under this NOFO will be issued as a cooperative agreement.

This funding opportunity is for new FMCSA awards only.

8 Period of Performance

The period of performance will be from the year of award plus three; however, expenses cannot be vouchered for data collection activities for crashes that occur less than one hundred and eighty (180) days prior to the end of the period of performance.

For example: If the cooperative agreement POP end date is 09/30/2028 then reimbursement can only be sought for activities related to crashes that occurred up until 11:59 PM on 3/31/2028, unless extended by a subsequent amendment to the cooperative agreement.

9 Degree of Federal Involvement

9.1 Cooperative Agreement

The principal purpose of the CCFP Cooperative Agreement Program is to transfer funding to eligible States and local jurisdictions in order to collect the data required for a comprehensive study of CMV crash causal factors, as required by statute under section 23006 of the Infrastructure Investment and Jobs Act, Public Law Number 117-58 (2021). The CCFP was established to accomplish this congressionally mandated study.

In accordance with 31 U.S.C. § 6305, FMCSA will award a cooperative agreement when substantial involvement of FMCSA in carrying out the activity is anticipated. FMCSA will outline the substantial involvement at the time of award in the notice of award (e.g., the degree to which FMCSA employees are directing the performance or implementation of the award program).

Substantial involvement between FMCSA and CCFP Cooperative Agreement Program recipients is required and critical to program success. As described throughout this document, FMCSA is executing the congressionally mandated CCFP with crash data collection support from a nationally representative sample of 30 States and local jurisdictions. This program requires extensive, seamless coordination across numerous key stakeholders, contracts, interagency agreements, and cooperative agreements. With the exception of physically reporting to crashes, conducting the crash data collection activities, and uploading the requisite data to

FMCSA's systems, FMCSA's professionally qualified staff will be managing all components of this program, to include CCFP database development, data storage and management, data quality and cleaning activities, training of State and local crash data collectors, setting and monitoring of crash data collection goals for participating States and local jurisdictions, integrated schedule management, integrated risk management, integrated communication management, data analysis and reporting, and more. Below is a non-exhaustive list of CCFP Cooperative Agreement Program oversight activities that demonstrate substantial involvement by FMCSA:

- Authority to redirect or halt crash data collection activities if program specifications or Agency crash data collection goals are not met or are exceeded.
- Stipulation that the recipient must meet or adhere to specific procedural requirements before subsequent stages of a project may continue (e.g., crash data collectors must receive FMCSA-specified training before CCFP crash data collection activities may begin).
- Requirement that the appropriate FMCSA official collaborate with the recipient by working jointly with the recipient's designated project manager in carrying out the scope of work. This is critically important to ensure efficient and accurate schedule, scope, and risk management across all program participants.
- Requirement to train recipient personnel on the project effort. Specifically, FMCSA will develop and deliver mandatory training to support data collection, analysis, and post-crash inspection activities. FMCSA's representative will coordinate with recipients in relation to their specific training needs.
- Specify direction or redirection of the scope of work due to inter-relationships with other projects (e.g., FMCSA has an inter-agency agreement with the Bureau of Transportation Statistics to collect protected, confidential interview data from individuals involved in a crash, which requires close collaboration with participating State and local jurisdiction law enforcement agencies and may require scope or process redirection).
- Limitation on recipient discretion with respect to scope of work and certain management processes, coupled with close monitoring of operational involvement during performance.

Under a cooperative agreement, FMCSA agrees to assign professionally qualified staff (see Programmatic Contact) to serve as the liaison between the recipient and FMCSA when event coordination is needed, provide guidance and technical assistance to the recipient, assist with the exchange of ideas and information as necessary and permissible, and carry out other actions relating to the monitoring of performance activities under this 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.

10 Funding Restrictions

All funding decisions will be made based on meeting the requirements of the NOFO, FMCSA's CCFP priorities, and the review 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:

- 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and
- The CCFP Cooperative Agreement Cost Eligibility Document

If an applicant is planning to request funding for equipment that can be used for non-CMV crash investigation, the cost must be prorated to the applicant's historical response rate to CMV crashes.

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

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

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

<https://www.transportation.gov/cfo/delphi-invoicing-system>

The 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 part 200, Subpart E; 2 CFR §§ 200.403 – 200.405.

11 Other Submission Requirements

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

- i. Create a username and password;
- ii. Establish an E-Business POC in order to respond to the registration emails, and;
- iii. Establish at least one Authorized Organization Representative (AOR).

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.

11.1 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 F – APPLICATION REVIEW INFORMATION

1 Criteria

1.1 Eligibility Criteria

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

Eligibility Criteria:	
1.	Was the application submitted by the deadline?
2.	Was the application submitted by an eligible applicant?
3.	Is this application a duplicate submission as confirmed by the applicant?
4.	Was the Application for Federal Assistance (SF-424) completed?
5.	Was the Budget Information for Non-Construction Form (SF-424A) completed?
6.	Was the Assurances for Non-Construction Form (SF-424B) completed?
7.	Was the grants.gov Certification Regarding Lobbying Form completed?
8.	Was the Disclosure of Lobbying Activities Form (SF-LLL) completed?
9.	Do the Key Contact Forms include PI/PD and ADO contact information?
10.	If applicable, was a current Indirect Cost Rate Agreement included in the application?
11.	For each project, does the application include a complete Budget Narrative? If not, specify the project(s).
12.	For each project, does the application include a complete Project Narrative? If not, specify the project(s).
13.	Does the project support the purpose of the CCFP Cooperative Agreement Program?
14.	Does the application include a Title VI Program Compliance Plan (including FMCSA Title VI Program Assurance) reviewed and approved by the FMCSA Office of Civil Rights for the current Federal Fiscal Year? If not, please contact the FMCSA Office of Civil Rights to coordinate the development/update of a Title VI Program Compliance Plan for its' review/approval for the current Federal Fiscal Year as soon as possible. Please note that absence of this document in the funding application will not delay the FMCSA Intake Review of the funding application.
15.	Have you demonstrated a necessity beyond your current MCSAP allocation, if applicable?

1.2 Evaluation Criteria

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

1.2.1 Evaluation

FMCSA subject matter experts will review all eligible applications using the following Evaluation Criteria:

1. Describe a program that will meet the stated objectives of the NOFO to document CMV crashes, injuries, and fatalities or achieve the other listed objectives of the program.
2. Utilize a data-driven approach to clearly articulate the problem(s) the project(s) seek to address.
3. Include components that address specific CCFP national priorities.
4. Include proposed methodology that meets the stated objectives of the NOFO.
5. Propose work that identifies and/or makes progress on new/existing concepts.
6. Propose work that is based on sound principles to measure performance and gauge project success.
7. Include staffing resource allocations sufficient to achieve the program objectives.
8. Demonstrate that the proposed approach will ensure activities in areas likely to generate the maximum effectiveness of the CCFP data collection.
9. Demonstrate appropriateness, rationale, and completeness of the proposed statement of project objectives.
10. Demonstrate performance-based metrics that adhere to FMCSA monitoring and reporting requirements.
11. Demonstrate that the proposed project/program is reasonable in scope, and adequate to address program objectives.
12. Have an identified scope (statewide, local, etc.).

1.2.2 Budget Review/Cost Analysis Criteria

These criteria involve 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 project plan/program. FMCSA considers whether budget components such as staffing, equipment, training, and travel are clearly linked to the project's goal(s) and are necessary to adequately compensate, equip, train, and enable personnel to conduct the activities included in the project plan.

The budget evaluation helps identify project-related risks that must be considered prior to recommendation, in addition to those risks arising from technical uncertainty. FMCSA budgetary evaluations include, but are not limited to, the following considerations:

1. 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;
2. Budget costs are allowable, allocable, necessary, and reasonable per 2 CFR Part 200;
3. Cost in a particular cost category has been properly identified as allowable, with the necessary detail for its use, and is not duplicative of the other budget line items;
4. All equipment, training, and travel components are clearly linked to the project goal and are necessary to adequately equip, train, and enable personnel to conduct the activities included in the project plan;
5. Awards will not fund/promote racial preferences or discrimination, non-binary sex beliefs, illegal immigration, or anything that compromises public safety or promotes anti-American values.
6. A debarment and suspension review that included a review of the applicant's administrative capability self-certification form and a check against the records in SAM (currently the federal Awardee Performance and Integrity Information System). Please note that an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
7. 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
8. An evaluation of the applicant's Single Audit in accordance with the Single Audit Act in accordance with 2 CFR Part 200 Subpart F, recipients 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

These criteria involve the evaluation of the proposed projects related to meeting the requirements of the project narrative, budget narrative and the selected CCFP national priorities as described in **Section C(4) CCFP Funding Activity Descriptions** and **Section D(1.2) Project Plan Narrative Requirements**.

1.2.4 Past Performance Criteria

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

Applicants that have not previously received grant funding from FMCSA are not subject to this review, and their applications will not be eliminated from funding consideration on this basis.

FMCSA will evaluate applications and past performance to determine the extent to which the applicant had any problems related to programmatic management and whether any issues have been noted related to project management, compatibility, adherence to project timelines, programmatic reporting, etc.

Based upon monitoring conducted by a grantor, reviewers will determine if there are issues with any organizational, financial, or business management practices, such as vouchering, financial reporting, cost allocation, debt rating, or Subpart F (formerly A-133) Single Audit findings.

Based on the applicant's past performance, FMCSA will determine how well the application demonstrates that the:

1. Proposed project/program is reasonable in scope and likely to succeed within the period of performance;
2. Proposed expenditures are reasonable and necessary to conduct the proposed projects;
3. Milestones and timelines allow performance to be monitored; and
4. Current project tasks are successfully performed and managed (e.g., within budget and on schedule).

2 Selection Process

2.1 Selection Process

FMCSA will review all applications received by the application deadline according to the criteria outlined in the sections above. The review process will consist of an intake/eligibility criteria review, a program office review, a risk assessment (see Section F(3) – Additional Information: Risk Assessment), and final selection. The program office will recommend the initial selection of projects for the FMCSA Administrator's review. Finally, the FMCSA Administrator will select awards for review and approval.

2.2 Applicant Information

As determined necessary to support the 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, such as the SF-424, SF-424A, project plans,

and budget narratives.

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 specific award conditions (SACs) beyond those more generally stipulated.

The risk assessment is conducted in several parts:

- i. A suspension and debarment review that includes 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).
 - 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.
- ii. 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.
- iii. An evaluation of the applicant's Single Audit in accordance with the Single Audit Act, 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 G – AWARD NOTICES

1 Federal Award Notices

Following the evaluation outlined in Section F, the Notice of Grant Agreement (NGA) signed by the FMCSA Grant Officer is the authorizing financial assistance document. The NGA will be sent through GrantSolutions and should be accepted by the recipient as soon as possible. FMCSA may approve full 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 specific award terms and conditions, if applicable.

After the application review process, FMCSA may need to contact the applicant with additional questions or for clarification of the application's components. FMCSA also reserves the right to determine the amount of awarded funding, including but not limited to factors such as reductions in the scope of work, funding level, period, or method of support, prior to recommending any project for funding. Although the process is intended to be collaborative, FMCSA reserves the right to make final decisions on all awards. If being considered for funding, applicants may be required to submit an updated SF-424, SF-424A, supplemental budget, or project narrative based on a partial or modified grant recommendation. FMCSA expects to contact applicants, if necessary, during the first quarter of calendar year 2027. This contact between applicants and FMCSA does not constitute any assurance that funding will be awarded.

Applicants chosen for grant funding are formally notified electronically by the FMCSA grant management system (www.grantsolutions.gov) before the cooperative agreement's execution. Unsuccessful applicants will be notified by email. FMCSA cannot award grants or release information concerning applications recommended for funding until approval is obtained from the Secretary of Transportation. Further, FMCSA cannot award grants until the enactment of authorizing legislation, an appropriations act, budget authority, and apportionment from OMB.

Acceptance of the grant 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.

SECTION H – POST-AWARD REQUIREMENTS AND ADMINISTRATION

1 Administrative and National Policy Requirements

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

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.

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

To the extent a court order bars the implementation or enforcement of one or more of the provisions with respect to a particular applicant or recipient, the Department will not implement or enforce the relevant provision(s) against that applicant or recipient for as long as the order remains in place.

Critical Infrastructure Security and Resilience

It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against both physical and cyber threats, consistent with Presidential Policy Directive 21 – Critical Infrastructure Security and Resilience and the National Security Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems. Each applicant selected for federal funding under this notice must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the project. Projects that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and project oversight, as determined by the Department and the Department of Homeland Security, will be required to do so before receiving funds. In addition, the recipient may not use any Department of Transportation funds to procure or obtain any LiDAR and associated technology from any company identified by the Department of Defense as a Chinese Military Company. Pub. L. No. 116-283, Section 1260H (2021). The Secretary may waive this prohibition on a case-by-case basis.

Domestic Preference Requirements

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

how they will maximize the use of domestic goods, products, and materials in constructing their project.

Civil Rights and Title VI

As a condition of a grant award, grant recipients should demonstrate that the recipient has a plan for 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 (ADA), Section 504 of the Rehabilitation Act, and all other civil rights requirements and accompanying regulations. This should include a current Title VI plan and completed Community Participation Plan (to address any legacy infrastructure or facilities that are not compliant with ADA standards).

Regarding Title VI Program Post-Award Monitoring activities, DOT's and FMCSA's Office of Civil Rights may work with awarded grant recipients to ensure full compliance with Federal civil rights requirements.

Except where prohibited by court order, pursuant to Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity, as a condition of grant award, each recipient 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 3729(b)(4) of title 31, United States Code.

Except where prohibited by court order, pursuant to Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity, by entering into a grant or cooperative agreement, the recipient must certify that it does not operate any programs promoting diversity, equity, and inclusion (DEI) initiatives that violate any applicable Federal anti-discrimination laws.

2 Reporting

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

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

SECTION 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 using the Funding Opportunity Number assigned to this award at www.grants.gov or subscribe, as described above.

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

[Grants Homepage | FMCSA](#)

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 C](#): CCFP Cooperative Agreement Cost Eligibility

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 Brief Introduction; Problem Statement(s); Performance Objective; Performance Activity Plan; Performance Measurement Plan, and Monitoring Plan. See Section D(1.2)	Grants.gov
Budget Narrative	A budget narrative is a description, by budget category (object class), that details the costs necessary to complete the proposed projects. See Section D(1.2)(g)	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. See Section D(1.3)	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. See Section D(1.3)	Grants.gov

SF-424B Assurances for Non-Construction Programs	Required standard assurances form associated with accepting federal assistance funds. This document indicates that the organization is in substantial compliance with various programs, regulations, and federal laws for a non-construction program. Available in the Grants.gov application package.	Grants.gov
Grants.gov Lobbying Form	Required form that allows organizations to indicate that they do not engage in lobbying activities. Available in the Grants.gov application package.	Grants.gov
SF-LLL Disclosure of Lobbying Activities (if applicable)	Standard form to report their lobbying activities if applicable. Available in the Grants.gov application package.	Grants.gov
Key Contacts Form	Form for additional contacts that are <u>NOT</u> already on the SF-424 form. Information for the GrantSolutions roles of 1) Additional persons for the role of Authorized Representative Official (authorized signer); 2) Additional persons for the role of Principal Investigator or Program Director (program/project manager); and 3) the lead role of Financial Official (person who files FFRs in GrantSolutions Grants Manager). NOTE: If more than one individual is designated in the same role, one individual must be identified as primary. Review the instructions in the Grants.gov application package.	Grants.gov
Attachment Form	Attachments should be submitted in Grants.gov with the application package. While supplemental attachments are allowed, the application's project and budget narratives must include all required information. The narrative must indicate when a supplemental attachment needs to be referenced.	Grants.gov

FMCSA Title VI Program Compliance Plan	Does the application include a Title VI Program Compliance Plan (including FMCSA Title VI Program Assurance) reviewed and approved by the FMCSA Office of Civil Rights for the current Federal Fiscal Year? If not, please contact the FMCSA Office of Civil Rights to coordinate the development/update of a Title VI Program Compliance Plan for its' review/approval for the current Federal Fiscal Year as soon as possible. Please note that absence of this document in the funding application will not delay the FMCSA Intake Review of the funding application.	Grants.gov
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APPENDIX B – BUDGET 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. The budget narrative serves a number of critical functions:

- Describes your need for or the necessity of an expense, and what cost allocation base being used if it benefits more than CMV purposes;
- Documents how reasonable the request is and conveys your judgment as well as the feasibility of the project based on available and proposed resources;
- Helps FMCSA review high-risk cost items to determine funding; and
- Describes how much of each cost will be provided by federal funding. Include this information in the narrative section for each type of cost.

Budget Narrative Template:

The budget narrative template is included with the CCFP application package on Grants.gov. Applicants are strongly encouraged to use the template to aid with developing a responsive budget narrative.

What Costs Are Included in a Budget Narrative?

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

Personnel Budget Narrative					
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Cost
Supervisor	1	100	2,080	\$28	\$58,240
Staff member (Full-Time)	1	100	2,080	\$19.00	\$39,520
Staff member (Part-Time)	10	50	2,080	\$19.00	\$197,600
Total Cost for Personnel:					\$295,360
Total Personnel					7
<p>The Supervisor oversees activities of the project. She or he spends 100 percent of the time implementing this project, supervising staff, and conducting activities to meet the objectives of this project. Activities include: supervising daily operation of projects and staff, providing staff training/technical assistance, coordinating staff work schedule/assignments, ensuring data entry, tracking and following up on procedures to meet quality assurance, and tracking policy to ensure compliance. There are 11 staff members (1 full-time, 10 part-time) who provide additional program support. Each is paid an hourly wage of \$19; part-time staff members will average 50 percent of their time on grant activities. The full-time staff member wages equal \$39,520 annually, with the part-time (10) staff members averaging 1,040 hours or 50 percent on grant activities at \$19,760 per year for a cumulative total (for all 10 part-time staff members) of \$197,600.</p>					

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, non-federal entity-employee agreement, or written policy of the non-federal entity. FMCSA will reimburse fringe costs only for the personnel performing grant-related duties and only for the percentage of time they devote to the project. Some helpful tips:

- Explain how the fringe benefit amount is calculated (e.g., actual fringe benefit percentages or a fringe 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 cost with direct salaries and wages in the personnel category.

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

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

Travel: Travel costs for employees of the agency 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. FMCSA will accept in-State travel costs for routine operations as reasonable unless there is a specific reason to question them. FMCSA evaluates out-of-State travel to ensure the trips planned are necessary to complete the scope of work (usually training or meeting attendance), and that the number of travelers is consistent with the trip's purpose. Some helpful tips:

- Include estimates for potential travel such as possible FMCSA-required meetings, with estimated costs of attendance;
- Explain the reason for travel expenses for project personnel (staff training, field interviews, advisory group meeting, etc.) and, if known, identify the location/destination of travel; and
- Do not include payroll, fringe, or other costs as part of the travel. For example, payroll/fringe is included in personnel and fuel costs are included in Other.

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).

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

Some helpful tips: If your equipment threshold is below \$10,000 indicate that in the narrative so that FMCSA can verify why lower cost items are included in this line. Items costing less than \$10,000 each should be categorized as supplies or other, depending on the item, unless the non-federal entity has a lower threshold.

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

Equipment Cost Budget Narrative			
Item Name	# of Items	Cost per Item	Total Cost
Cummins Inline 8 Adapter Kit and Insite Pro Software License	4	\$6,000	\$24,000
Total Cost for Equipment:			\$24,000
The Applicant requests 4 engine adapter cable kits and software licenses for the 4 kits to cover the two years of data collection. These kits and software can only be used on commercial vehicles and will only be used for grant-eligible purchases to achieve the activities proposed in the application. The cost per kit is \$2,000 and a two-year license (to cover the data collection period) will be \$4,000 per kit.			

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 need not provide details on the number of paper clips that it will purchase. At the same time, FMCSA cannot accept an amount for office supplies that would equal, 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.

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

Contractual: A contract is a legal instrument by which a recipient purchases products 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 provide an estimated timeframe by which the vendor/subrecipient will be selected. In the application, **the most important** component of the contractual budget narrative is the purpose of the contract/subaward, 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 that belong in different object classes such as equipment or supplies (depending on your organization's policy). The term "procurement" is used to identify the process of acquiring goods and services from sources outside of the recipient organization.

When procuring property and services under a federal award, an organization must follow the procurement standards at 2 CFR §§ 200.317 – 200.326 and the same policies and procedures it uses for procurements using non-federal funds. Non-competitive procurements should only be used in limited circumstances and should be a last resort.

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 a prime recipient) to a sub-recipient. Characteristics of a subrecipient include that a sub-recipient's performance is 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.

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-recipients obtain and maintain a unique entity identifier (UEI) number and continue to maintain an active System for Award Management (SAM) 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 sub-award, provide a new object class budget narrative and line item budget for each sub-recipient organization.

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

Other: 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, for leases, conference registration expenses, and for 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. Some helpful tips:

- Group Other object class costs whenever possible (i.e., communication, printing, maintenance) in the budget and explain how they support the grant activities; include a description by cost of each expense classified as "Other".
- Ensure that "Other costs", such as professional services, audit, postage, printing, facilities expenses, among others, are not already accounted for in either your indirect cost rate agreement or cost allocation plan.

Below is a sample Other budget narrative.

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

APPENDIX C – CCFP COOPERATIVE AGREEMENT COST ELIGIBILITY

All costs indicated in the list below are allowable in 2 CFR part 200, allocable to the grant program, and subject to a final “reasonable and necessary” evaluation by FMCSA. As an extreme example, while computers may be allowable and allocable, purchasing two backup computers for each employee in a grant program is neither a reasonable use of grant funds, nor necessary for the success of the program or projects.

This list below is not an all-inclusive list of all potential expenditures for this program. The absence of a cost in this list does not reflect on its eligibility.

1 Conditions

The following conditions apply to all eligible expenses:

- a. Eligibility of all costs is dependent upon the cost being included in an approved project plan.
- b. All costs must be in compliance with 2 CFR part 200 subject to any limitations reflected by law or regulation. Grantees must prorate costs appropriately based upon percentage of time dedicated to the CCFP and eligible CMV activities.
- c. Reimbursable costs will be limited to those activities for fatal and serious crashes involving Class 7 and 8 CMVs (i.e., those over 26K lbs).

2 Eligible Expenses

- 1) Contractual costs for consultants, IT staff, data analysis as part of an approved project.
- 2) Crash investigation activities and crash investigation-related training, such as:
 - Updated certification to conduct CMV crash investigations.
 - Applicability of the FMCSRs to the vehicle(s) involved.
 - Collecting/processing/analyzing crash evidence.

Note: Investigating officers/personnel must be NAS A/B certified.

- 3) Crash reconstruction activities related to participation in the CCFP and crash reconstruction-related training, such as:
 - Updated certification to conduct CMV crash reconstruction.
 - Applicability of the FMCSRs to the vehicle(s) involved.
 - Collecting/processing/analyzing crash evidence.

Note: Crash reconstructions must include NAS A/B certified personnel as part of the analysis.

- 4) Crash investigation analysis tools for CMVs (e.g., equipment, software, training).

Note: Crash investigation analysis tools purchased must be prorated in relation to their use for the CCFP.

- 5) Personnel (salaries, fringe, and overtime) directly attributable to CCFP participation.

- 6) Supplies (all tangible personal property other than “equipment”).

Note: Supplies purchased must be prorated in relation to their use for the CCFP participation.

- 7) Training directly related to CCFP participation.
- 8) Travel expenses in direct support of the CCFP participation and consistent with either State travel policies or the Federal travel regulations (e.g., airfare on US flag carrier, baggage fees, fixed per diem amounts, lodging, meals, parking, public transportation, rental car, taxi, tips).



U.S. Department
of Transportation

Federal Motor Carrier
Safety Administration

INFORMATION MEMORANDUM TO THE GRANTS MANAGEMENT OFFICE

From: Jenny Guarino
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x6-3055

Prepared by: Dan Meyer
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Subject: Crash Causal Factors Program (CCFP) Cooperative Agreement Program:
Justification for Non-Competitive Announcement

SUMMARY

The purpose of this memo is to provide information on why the Federal Motor Carrier Safety Administration (FMCSA) is choosing to announce the Crash Causal Factors Program (CCFP) Cooperative Agreement Program non-competitively. This memo provides (1) a brief synopsis of the program, (2) justification for choosing to announce the CCFP Cooperative Agreement Program non-competitively, and (3) details as to why the 30 States listed in the CCFP Cooperative Agreement Program Notice of Funding Opportunity (NOFO) were pre-selected.

PROGRAM SYNOPSIS

Section 23006(b)(1) of the Infrastructure Investment and Jobs Act (IIJA, Public Law Number 117-58) requires the Secretary to “carry out a comprehensive study to determine the causes of, and contributing factors to, crashes that involve a commercial motor vehicle.” In 2023, FMCSA launched the CCFP, FMCSA’s initiative to better understand the causal factors in crashes involving commercial motor vehicles (CMVs) and provide resources to inform safety programs and crash countermeasures, in accordance with section 23006 of the IIJA.

The CCFP will execute a robust study of crash causal factors, focusing on fatal crashes involving Class 7/8 trucks (i.e., the Heavy-Duty Truck Study). This peer-reviewed study will collect and analyze a nationally representative sample of crash data from a select group of States and local jurisdictions. To accomplish this study, the CCFP is establishing a framework to (1) compile crash data that States and local jurisdictions already collect, and (2) collect supplemental crash data to answer specific research questions for the Heavy-Duty Truck Study. This requires

extensive collaboration, coordination, and partnership with selected States and jurisdictions. Because the study requires additional investigative activities and reporting processes that participating entities may not routinely conduct, the CCFP is establishing the CCFP Cooperative Agreement Program, to provide funding for qualifying activities and equipment.

JUSTIFICATION FOR NON-COMPETITIVE ANNOUNCEMENT

The CCFP is authorized by section 23006(b) of the Infrastructure Investment and Jobs Act (IIJA, Public Law Number 117-58). There is limited funding available to support the conduct of this study; as such, funding under this Cooperative Agreement Program is limited and FMCSA cannot accept grant applications from States that are not included in the study sample design. For FY 2027, FMCSA anticipates awarding approximately \$7,000,000 to entities identified further in this document, with an award ceiling of up to \$500,000.00 per award. Details as to why the 30 States listed in the CCFP Cooperative Agreement Program NOFO were pre-selected are provided below.

STATE PRE-SELECTION CRITERIA AND PROCESSES

The CCFP is conducting the Heavy-Duty Truck Study to gain insights on the factors that contribute to fatal crashes involving Class 7/8 trucks. Study findings will help inform policy and regulations, safety programs, and activities carried out by safety advocacy groups, CMV industry groups, motor carriers, drivers, and the public, ultimately to improve safety for everyone and prevent crashes. To produce scientifically valid, generalizable results, the study must collect and analyze data from a nationally representative sample of crashes. For this study, FMCSA aims to collect an annual sample of 1,000 fatal crashes (roughly 25% of the population size) for two years for a total of 2,000 fatal crashes. This sample of 2,000 fatal crashes will be collected from sample State and local jurisdictions that have been identified to participate in the study to ensure national representation while minimizing the burden of participation.

In pursuit of a nationally representative sample, while minimizing the participant burden, FMCSA selected jurisdictions based on three study criteria outlined below. The use of randomized sampling to minimize sample bias was not practical due to various aspects of the study, most importantly the limited size of the study population (2,000 fatal crashes involving heavy-duty trucks) and resource limitations.

Study Criteria

1. **Geographic Diversity.** Jurisdiction's location helps ensure geographic diversity of sample.
2. **Investigative Capability.** Jurisdiction collects comprehensive data on each crash to support detailed analysis.
3. **Crash Frequency.** Jurisdiction's investigation of fatal crashes involving heavy-duty trucks contributes to a target of 833 crashes per region to help meet the sample size.

Statistical Methodology for Stratification and Sample Selection

The following sections detail how FMCSA quantified the criteria to select the nationally representative sample of 30 States.

1. Geographic Diversity

To assist in obtaining a nationally representative sample of 2,000 fatal crashes and to control for variability, FMCSA stratified the sample by geographic region, as shown in Figure 1. FMCSA used historical data from the National Highway Traffic Safety Administration's (NHTSA) Fatality Analysis Reporting System (FARS) to ensure that the total sampled crashes from each region would be approximately equal. Based on this historical data, Alaska and Hawaii were excluded from study consideration due to their low number of fatal crashes involving heavy-duty trucks from 2020 to 2021.¹ Alaska had 18 fatal crashes involving heavy-duty trucks and Hawaii had 13 during this timeframe.

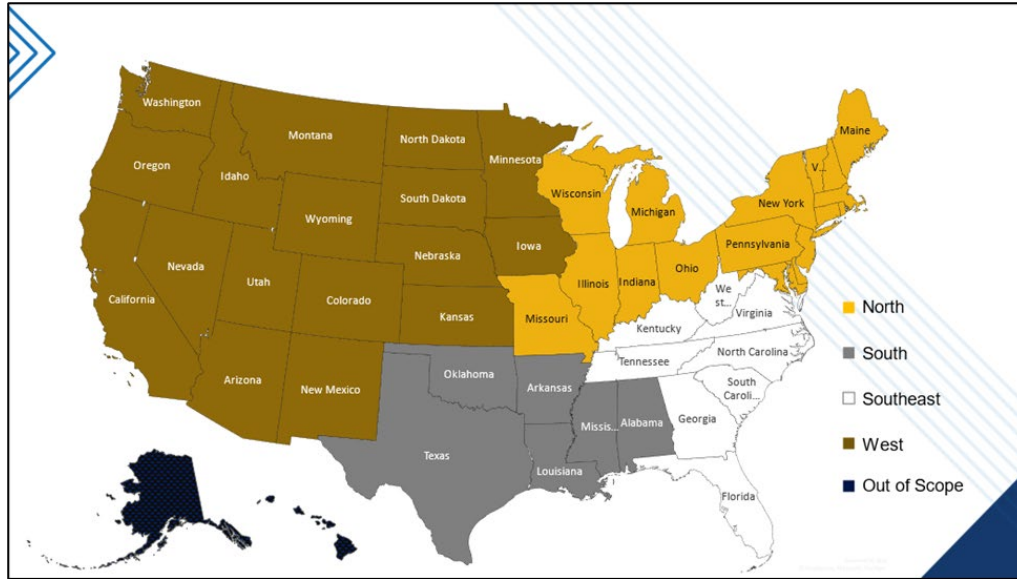


Figure 1. Regional Stratification for Sample Selection.

2. Investigative Capability

To quantify investigative capability, FMCSA subject matter experts developed criteria and assigned numerical values to responses from the information collection titled “Commercial Motor Vehicle (CMV) Crash Causal Factors Study: Knowledge of Systems and Processes” (OMB Control No. 2126-0079) to create an Investigative Capability Score. Criteria and scoring are outlined in Table 1. FMCSA ranked States in each region by their Investigative Capability Score, which considers criteria such as the State’s willingness to participate, qualitative evaluation of investigative capability, and overhead costs and efficiency of data collection.

Table 1. Investigative Capability Criteria and Scoring.

#	Criteria	Related Questions	Max Score
1	Ability to Participate in the Study	1	1
2	Policy or Potential to Notify Inspectors of All or Nearly All Qualifying Crashes	3	1.5
3	Policy or Potential to Notify Reconstructionists of Nearly All Qualifying Crashes	3	1.5
4	Policy or Potential to Collect Additional Post-Crash Inspection Data	3	1.5
5	Ability to Enhance Method/Training	3	1.5

¹ FARS 2020-2021, Crashes. Fatality And/or Injury: Fatal Motor Vehicle Crashes; Timeframe: 2020-2021; Filter – Crash: Specific Scenario/Event: Involving Large Truck (Yes); State: Alaska, Hawaii.

#	Criteria	Related Questions	Max Score
6	Dispatch of Post-Crash Inspectors of Class 7/8 Trucks Involved in Qualifying Crashes	1	1
7	Dispatch of Investigators to Qualifying Crashes On-Scene with On-Scene Information Collection	1	1
8	Dispatch of Reconstructionists to Fatal Crashes	1	1
9	Experienced CMV Crash Reconstruction Team	1	1
10	Completion of Investigations of Qualifying Crashes	1	1
11	Stores Crash and Investigation Data in Electronic Format	5	1

3. Crash Frequency

FMCSA selected a sample size and then used crash frequency to determine how many States from each region were needed to achieve a nationally representative sample of 2,000 fatal crashes.

Selecting a Sample Size

The Heavy-Duty Truck Study builds on the original Large Truck Crash Causation Study (LTCCS), conducted from 2001–2003, and provides a larger sample size for more reliable, representative results. The LTCCS total sample involved 967 crashes, which included 1,127 large trucks, 959 non-truck motor vehicles, 251 fatalities, and 1,408 injuries. Of the 1,127 large trucks involved in crashes that were part of the study, only 62.2% were tractors pulling a semi-trailer. Similarly, the study included 251 fatalities, which means at most, only 251 fatal crashes were included in the study, and it's possible that not all of them involved heavy-duty trucks.

To analyze the factors contributing to fatal crashes involving heavy-duty trucks, the Agency needs a sample size much larger than 251 fatalities. The Heavy-Duty Truck Study plans to double the sample size of LTCCS and collect data from at least 2,000 fatal crashes involving heavy-duty trucks over a period of two years. FMCSA selected the sample size based on a power analysis which indicated that increasing the sample size significantly beyond 2,000 fatal crashes would not provide sufficient additional benefits to justify the additional costs.

Applying a Safety Margin to Contextualize Crash Frequency

To identify the target number of crashes needed for each region to ensure the collection of at least 2,000 fatal crashes, FMCSA developed a safety margin, or multiplier, of 1.667. This margin is based on historical crash data and findings from the information collection surveys.² In particular, the safety margin accounts for the following findings and considerations:

1. Not all crashes that occur within a State are investigated by the State; some are investigated by local jurisdictions.
2. Not all crashes in a selected area are thoroughly investigated.
3. The national frequency of crashes may decrease by the start of the data collection period.

² Commercial Motor Vehicle (CMV) Crash Causal Factors Study: Knowledge of Systems and Processes" (OMB Control No. 2126-0079).

Applying this multiplier of 1.667 indicates that the study should target 3,333 fatal crashes over the course of two years (approximately 833 crashes per region), to ensure the collection of at least 2,000 fatal crashes.

Assessing Crash Frequency

Once the target of 833 fatal crashes per region was established, FMCSA assessed each State's crash frequency by reviewing historical crash data from NHTSA's FARS (2020-2021). States with fewer than 12 crashes in 2020-2021 (6 per year on average) were excluded from sample.

Sample States

Using the criteria outlined above, FMCSA selected sample States and alternative sample States shown in blue and gray respectively in Figure 2 below. The study may also include an additional convenience sample of serious injury crashes not selected for the study.

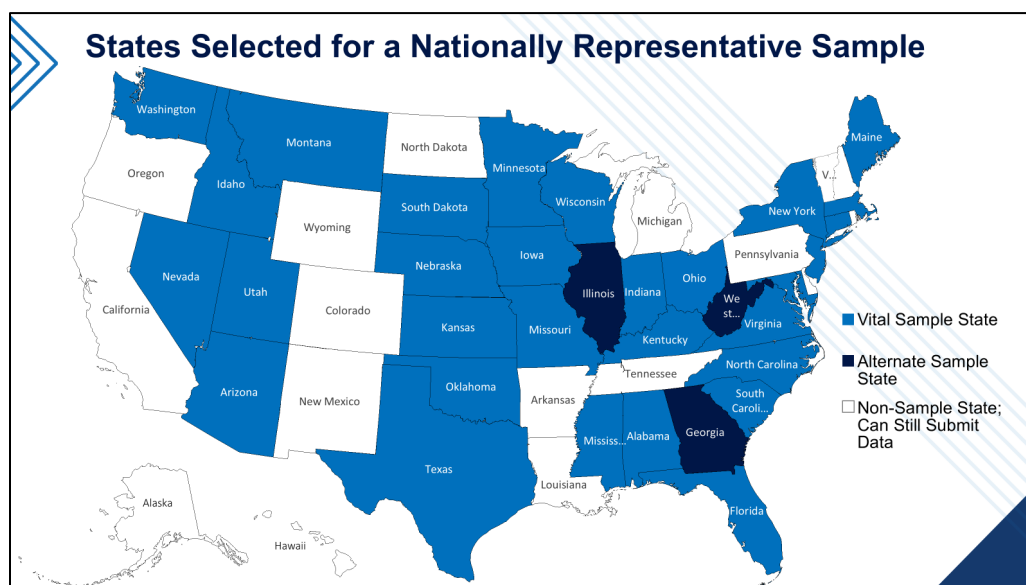


Figure 2. Heavy-Duty Truck Study Sample States.

CONCLUSION

The CCFP Heavy-Duty Truck Study developed a nationally representative study sample design using the criteria and processes described above. The study sample design was peer-reviewed internally by FMCSA subject matter experts and by an external panel of experts. FMCSA is committed to ensuring the Heavy-Duty Truck Study yields scientifically valid, nationally representative findings, using the study sample design as a foundational framework. By collecting data on at least 2,000 fatal crashes involving Class 7/8 large trucks in the 30 States identified for study participation, FMCSA will have sufficient data to (1) gain critical insights on the factors that contribute to these crashes, and (2) develop and implement plans to address these factors, in partnership with the States, industry, and other organizations.