Notice of Funding Opportunity
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:	High-Priority – Commercial Motor Vehicle
Announcement Type:	Initial
Funding Opportunity Number:	FM-MHP-25-004
Assistance Listing Number:	20.237
Key Dates:	Application Due Date – June 20, 2025 5:00 p.m. EST
Executive Summary:	The objective of the HP-CMV program is to support, enrich, and evaluate CMV safety programs and to target unsafe driving of CMVs and non–CMVs in areas identified as high risk crash corridors, promote the safe and secure movement of hazardous materials, improve safety of transportation of goods and passengers in foreign commerce, demonstrate new technologies to improve CMV safety, support participation in the Performance Registration Information Systems Management (PRISM) program, support safety data improvement projects, increase public awareness and education on CMV safety, and otherwise improve CMV safety.
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SECTION A – PROGRAM DESCRIPTION

1 Overview and Authorizing Statutes, Regulations and Order

The U.S. Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA) announces the Fiscal Year (FY) 2025 High Priority-Commercial Motor Vehicle (HP-CMV) program Notice of Funding Opportunity (NOFO), Funding Opportunity Number FM-MHP-25-004, to solicit applications from eligible entities to support HP-CMV program activities.

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

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

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

2 HP-CMV Goals and Objectives

As the lead government agency responsible for the regulation and safety oversight of commercial motor vehicles (CMVs), FMCSA may award HP-CMV funds to support innovative and impactful projects that advance its mission to reduce crashes, injuries, and fatalities involving large trucks and buses. Funding is available for the support of safety and compliance projects that improve safety and compliance with FMCSA's regulations at the State, local government, and national levels. Other objectives include increasing public awareness/education, development of new technologies, and reducing the number and rate of CMV crashes.

The objective of the HP-CMV program is to support, enrich, and evaluate CMV safety programs and to target unsafe driving of CMVs and non–CMVs in areas identified as high-risk crash corridors, the safe and secure movement of hazardous materials, improve safety of transportation of goods and passengers in foreign commerce, demonstrate new technologies to improve CMV safety, support participation in the Performance Registration Information Systems Management (PRISM) program, support safety data improvement projects, increase public awareness and education on CMV safety, and otherwise improve CMV safety. *See* 49 CFR § 350.403.

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

3 Changes from January 8, 2025 NOFO

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

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

4 HP-CMV Award Performance Goals

FMCSA will measure the attainment of a competitive grant award's performance goals by examining data available in the PRISM system, the State Safety Data Quality (SSDQ) ratings map posted on FMCSA's Analysis & Information website: https://ai.fmcsa.dot.gov/DataQuality/Default.aspx

In addition, any crash, data, and/or safety statistics reported by the applicant will be considered. Additional data on crash and other safety statistics may also be found on FMCSA's Analysis & Information website: https://ai.fmcsa.dot.gov/CrashStatistics/

FMCSA will also measure whether an HP-CMV application meets the performance goals outlined in the application by assessing performance indicators specified in the application. Applicants should additionally specify performance indicators related to the project goals (which will of course vary depending on which of the national priorities discussed below in subsection 4 the project seeks to address).

In general, successful HP-CMV projects may include, but are not limited to:

- **CMV Crash Reduction:** Activities implemented under the award address reductions in fatal and non-fatal crashes involving CMVs, especially in areas identified as high-risk crash locations.

- **CMV Safety Improvement:** Activities conducted under the HP-CMV award improve overall CMV and non-CMV safety.

Applicants are encouraged to propose innovative approaches (e.g., a novel technique, program design, use of technology assets), collaborate in the achievement of their goals, and share results with other stakeholders. Applicants are also required to propose program evaluation activities as part of their grant projects.

5 National Priority Descriptions

This section discusses national priorities for this grant program but does not limit eligible projects inasmuch as those limitations are laid out in 49 CFR § 350.403. Applicants are encouraged to describe how their proposed project addresses one or several of these priorities.

HP-CMV financial assistance funds are awarded through a competitive grant process and no assurance of funding is implied, nor should it be inferred.

All applications must advance a public purpose in accordance with [31 U.S. Code § 6101](#) and [31 U.S. Code § 6302](#), [6303](#), [6304](#). FMCSA may not use grants or cooperative agreements to acquire property or services for FMCSA's or a pass-through entity's direct benefit or use.

5.1 Enforcement and Compliance with Safety Regulations

5.1.1 General

Under this NOFO, FMCSA seeks to fund projects that maximize impact on national safety priorities and serve to increase implementation and public awareness of critical safety initiatives. In describing their proposed projects, applicants should follow the NOFO Narrative Requirements in section D(2.2) below.

The following activities and programmatic areas will be prioritized:

Traffic Enforcement (TE) in high-crash areas	Efforts under this priority should focus on unsafe driving by CMV drivers, as well as drivers of non-CMVs, operating unsafely in the immediate vicinity of CMVs and/or vulnerable road users. Applicants for this activity should consider and specify TE **outputs pertaining to CMV TE with an inspection, CMV TE without an inspection, and non-CMV TE.** The applicant should identify the forms of traffic enforcement they will be implementing (TE-CMV with inspection, TE-CMV without inspection, etc.), as well as describe the efforts they will take to address driver behaviors relating to: - Excessive speed - Unsafe driving activity, including speeding, in the proximity of vulnerable road users (e.g., work zone safety) - Impaired driving - Distracted driving – cell phone usage and texting - Occupant/driver restraint - Driver fatigue - Prohibited operation – Drug and Alcohol Clearinghouse (DACH) and federal OOS violations - Other areas, including days and times, as identified by the State Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section

D(2.2). The monitoring plan must sufficiently capture and report the number of contacts and citations issued relevant to the type of traffic enforcement activities proposed within the project (CMV TE, non-CMV TE impacting CMV safety, etc.) over the course of the project life cycle.

Special Emphasis –CMV safety in Work Zones. Narrow lanes, shifting traffic patterns, sudden stops and other factors present in these areas pose special challenges to large trucks and buses. FMCSA encourages applicants to propose projects which place a special emphasis on reducing work zone crashes involving CMVs.

Proposals must clearly identify the locations of such activities, or how targeted areas will be identified. Activities must incorporate enforcement efforts within work zones and the congested areas immediately before and after these areas. Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2.2).

CMV safety on Rural Roads	Consistent with the Department's Rural Opportunities to Use Transportation for Economic Success (ROUTES) initiative, the Department encourages applicants to propose safety activities in their application which address the unique challenges facing rural transportation networks. Visit https://www.transportation.gov/rural for more information. Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2.2).
Passenger safety initiatives	Passenger carrier CMV safety and compliance continue to be a primary FMCSA focus area. Transportation of passengers inherently poses an increased risk of multiple injuries or fatalities when a crash occurs. Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2.2).

Special Emphasis Area – Immobilization of Unsafe Passenger Carrying CMVs. Pursuant to Public Law Number 117-58 (2021), Infrastructure Investment and Jobs Act (IIJA), applicants may use High Priority funds for the immobilization and/or impoundment of passenger-carrying CMVs that are determined to be unsafe and/or fail inspection. States seeking HP funds for this purpose must have the authority to impound or immobilize passenger-carrying commercial motor vehicles within their jurisdiction. For the purposes of this priority this refers to a State's authority to prohibit a motor carrier or driver from operating a |

passenger-carrying CMV until the condition, issue, and/or defect causing the vehicle to be unsafe or fail an inspection is corrected.

Use of funds for this activity includes but is not limited to:
- Safety inspections targeting passenger-carrying CMVs;
- The immobilization and/or impoundment of passenger-carrying CMVs with an FMCSA out-of-service order and/or visible safety defect(s), and,
- Other activities relating to the immobilization and/or inspection of passenger-carrying commercial vehicles.

Current safety requirements relating to CMVs (including passenger-carrying CMVs) may be found in 49 CFR §§ 390-397 and are incorporated into the North American Standard Inspection process. In addition, current criteria for the identification and enforcement of federal out-of-service orders may be found via the PRISM program. Information on PRISM may be found in this NOFO in Section A, sub-section 4.6, and on the PRISM program webpage.

Special Emphasis Area – Migrant Worker Transportation in Rural Areas. Where data indicates a need, FMCSA requests that applicants place particular emphasis on developing and implementing a targeted enforcement plan that incorporates recurring roadside enforcement during peak harvest seasons in high-density agricultural regions to improve the safe transportation of seasonal and migrant agricultural workers. Refer to 49 CFR § 398 for applicable definitions and regulatory requirements pertaining to these operations.

| **Human Trafficking** | Human trafficking continues to be a significant public safety issue across the United States. The Department of Transportation has for several years actively campaigned to increase awareness of human trafficking and encourage its grant recipients to use funding to address this issue.

FMCSA encourages applicants to specifically include enforcement activity objectives related to the recognition, prevention, and reporting of human trafficking, including the trafficking of human beings. Objectives must be as specific as possible and must align with the criteria outlined in 49 CFR § 350.207 (a)(20)(iii) relating to the inclusion of an appropriate CMV inspection. Please note, training related to human trafficking detection and enforcement must be pro-rated proportionally based on the proposed grant activities pertaining to CMV enforcement.

Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section

D(2.2). For more information on DOT's efforts relating to human trafficking, please visit: https://www.transportation.gov/stophumantrafficking.

Drug and Alcohol Clearinghouse (DACH) violations	FMCSA's Commercial Driver's License DACH final rule established a national repository under 49 CFR § 382 for drug and alcohol program violations committed by CMV drivers. Drivers who have committed violations of the alcohol or drugs regulations are prohibited from performing safety-sensitive functions, including driving a CMV, until they complete requisite return-to-duty requirements. Such drivers are designated with a prohibited status within the DACH. FMCSA statistics indicate that a significant number of drivers with violations (DACH prohibited status) are not being identified during CMV compliance activities. More information on the DACH may be found at https://clearinghouse.fmcsa.dot.gov/. Applicants are invited to outline projects under this priority to improve the detection of and enforcement against drivers operating in a prohibited status in DACH. Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2.2).
Drug Interdiction Assistance Program (DIAP) Training	Law enforcement detection and interdiction of criminal activity involving CMVs, as outlined in 49 CFR § 350.207(a)(20)(iii), is a critical component of comprehensive public safety programs which improve overall CMV safety. Applicants who intend to perform CMV counter-crime activities as a part of their normal agency operations should ensure that their staff are properly trained to execute these duties in a consistent and equitable manner through the completion of DIAP training. This training imparts requisite tactics and criminal interdiction techniques involving everyday CMV traffic in transit. DIAP training courses offered through FMCSA's National Training Center (NTC) are tuition free; applicants need only apply for related personnel and travel costs necessary to attend. Applicants interested in this opportunity can find additional training information for planning purposes at DIAP 24 Hour	FMCSA National Training Center (dot.gov). Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in Section D(2.2).
Increased State Investigations	Investigations (Compliance Reviews) provide a critical in-depth review of motor carrier and commercial driver compliance with Federal Motor Carrier Safety Regulations (FMCSRs) and Hazardous Material Regulations

(HMRs). Recognizing the impact robust investigation programs have on safety, FMCSA strongly urges applicants to consider the use of HP-CMV grant funds to measurably increase the number of investigations (compliance reviews) they perform, consistent with FMCSA's Compliance, Safety, Accountability (CSA) model. Applicants are further encouraged to employ a risk-based approach in identifying and prioritizing carriers with the greatest safety threat for investigation.

More information on CSA may be found at: https://csa.fmcsa.do t.gov/About.

FMCSA also recognizes that intrastate motor carrier compliance with the FMCSRs and HMRs has a significant impact on highway safety. The development and deployment of compatible intrastate review programs consistent with FMCSA's CSA investigation model are eligible under this priority.

The application must include the numbers of on-site and off-site investigations that will be proposed, and are encouraged to provide other efficiencies gained from off-site activity.

Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in Section D(2.2).

5.2 Technologies to Improve CMV Safety Through Enforcement

Funds are available under this NOFO for the demonstration, acquisition, and implementation of technologies to improve CMV safety enforcement. Applications must be supported by relevant data and metrics which justify the need for the requested technology and its connection to CMV safety enforcement. Coordination with Centers for Transportation Research and Education (CTREs) is encouraged, as are partnerships with other research institutions, which may assist in the identification, development, and deployment of technologies to improve safety efforts.

Potential activities under this priority include, but are not limited to:

- Proposals that utilize technologies designed to promote safe driving behaviors (CMV and non-CMV in/around CMVs).
- The purchase of License Plate/USDOT number readers to augment enforcement efforts.
- Demonstrate and/or enhancement of crash analysis tools capable of identifying high-risk corridors and traffic areas for the purposes of enforcement planning and deploying other CMV-related crash countermeasures.

- The use of National Highway Traffic Safety Administration Certified Drug Recognition Experts at CMV weigh stations during high crash corridor safety initiatives.

Applicants must provide sufficient performance based information for each of the required project narrative sections as described in Section D(2.2).

Please note that applicants seeking grant funds for the development and deployment of new and innovative technology solutions to support commercial motor vehicle information systems and networks must submit those projects under the HP-Innovative Technology Deployment (ITD) announcement.

5.3 Lead MCSAP State Agencies' Compatibility

Applications for projects seeking to achieve or maintain compatibility with the FMCSRs in order to demonstrate the continued Motor Carrier Safety Assistance Program (MCSAP) eligibility of a State as prescribed by 49 CFR § 350 are authorized under this NOFO. Proposals which support a State's correction and mitigation of MCSAP programmatic review findings and to avert future findings and/or potential disqualification of MCSAP funding are eligible.

States should ensure that applications submitted under this priority propose activities incorporating FMCSA-approved finding resolution strategies developed in partnership with, and approved by, the State's MCSAP lead agency. Applicants must provide sufficient performance based information for each of the required project narrative sections as described in Section D(2.2).

5.4 Public Awareness and Education

Public Awareness and Education projects provide information on a variety of traffic safety issues to educate motor carrier companies, CMV drivers and the general public on the risks involving CMVs and non-CMVs operating around large trucks and buses. Proposed focus areas may include but are not limited to: human trafficking detection and prevention, passenger transportation safety, hazardous materials transportation safety, unsafe driving activity in the proximity of vulnerable road users (e.g., work zone safety), and share-the-road-safely initiatives.

In addition to the project narrative requirements provided in Section D(2.2), proposals for Public Education and Awareness activities should provide a baseline analysis of the proposed target audience and identify specific methods that will be used to carry out outreach efforts and engage with target groups. The level of effort to facilitate delivery of proposed activities (e.g., number of personnel, events) must be clearly described, and sufficient performance outcome reporting metrics must be established (e.g., attendance, marketing touches) to ensure realization of outreach goals.

5.5 Skill Performance Evaluation

Funds are available for States to attend FMCSA-approved training on the Skill Performance Evaluation (SPE) program. This alternative physical qualification activity, as outlined in 49 CFR § 391.49, allows drivers with missing or impaired limbs to operate CMVs in commerce when such drivers demonstrate the ability to operate commercial vehicles safely through an on and off-road performance evaluation. The SPE course provides instruction for SPE Certification Specialists on how to prepare, administer, and

score these evaluations under FMCSA's Driver Waiver Program. Availability of training should be coordinated through FMCSA's NTC.

Travel costs associated with attending the 24-hour NTC-approved SPE course are eligible. These costs, which may include travel, airfare, mileage, lodging, etc., should be clearly outlined within the application narrative and budget.

The NTC SPE Course is designed for personnel who are already certified and experienced in delivering skills testing associated with non-CDL and/or CDL driver applicants. As such, proposals under this priority should affirm the use of personnel who meet these criteria. Eligible applicants for this priority include State Driver Licensing Agencies (SDLAs) responsible for conducting driver skills testing. Other State agencies who plan to sub-award approved activities to SDLAs are also eligible.

Applicants are also authorized to conduct SPE activities in their jurisdiction when conducting evaluations in accordance with the procedures prescribed under FMCSA's SPE Driver Waiver Program. These activities may include costs associated with completing evaluations of interstate driver applicants who apply for a federal waiver as outlined in 49 CFR § 391.49, as well as expenses related to conducting evaluations of intrastate driver applicants when applying for a compatible State waiver.

FMCSA retains final decision authority on all federal waiver applications. Given the small volume of SPE evaluations conducted by jurisdictions, only time directly spent conducting SPEs is eligible; funding for full-time positions dedicated to the SPE program and other support positions is not allowed.

5.6   Performance and Registration Information Systems Management (PRISM)

5.6.1 General and Performance Indicators

Only State agencies (including those of the District of Columbia and the Territories) are eligible for funding related to the PRISM national priority.

HP-CMV funding for PRISM projects supports the deployment and maintenance of safety mechanisms that link FMCSA and State CMV registration and other information systems. These systems identify and immobilize motor carriers with serious safety violations or prohibited from operating by FMCSA. Federal Out-of-Service (OOS) orders are issued to hold carriers accountable with registration and law enforcement sanctions.

All PRISM project narratives must indicate the jurisdiction's current level of participation (Full, Enhanced, or Expanded) and explain how the project will meet specific program requirements to either maintain or enhance the State's current level of participation. Please refer to the MCSAP Comprehensive Policy, Section 4.3.1, for PRISM implementation information.

5.6.2 Consideration for Funding

The applications received for HP-CMV PRISM projects will be considered as follows (in descending order of priority):

- Jurisdictions at Full PRISM Participation level which are applying for projects to achieve Enhanced Participation.

  FMCSA defines Enhanced Participation as meeting requirements 1 through 6 for Full Participation, and additional requirements 6 through 12 for motor carriers operating CMVs in commerce of 26,001 lbs. Gross Vehicle Weight (GVW) or more. For requirements details, please visit: https://ai.fmcsa.dot.gov/PRISM/Home/PrismLevels.

- Jurisdictions that are at the Enhanced Participation level and are applying for projects to achieve Expanded PRISM. Expanded PRISM is achieved when the non-International Registration Plan (IRP) CMV registration agency is applying PRISM requirements 1 through 6 to interstate motor carriers' CMVs between 10,001 and 26,000 lbs. GVW.

- Jurisdictions at the Expanded PRISM level that seek PRISM projects to further enhance their participation through activities such as the following:

  a. Implement PRISM web services or the PRISM-ITD web services as part of the registration process for real-time validation of carrier safety information, or;

  b. Implement a process to retrieve license plates for motor carriers under a Federal OOS order.

- Implement/update materials such as IRP manuals, cab cards or brochures to educate and/or require motor carriers to update the motor carrier responsible for safety.

- Operations and Maintenance (O&M) – FMCSA will consider applications for O&M costs associated with maintaining Full, Enhanced and Expanded Participation in PRISM. Eligible projects that maintain systems or capabilities required as part of Full, Enhanced and Expanded Participation as outlined in the MCSAP Grant Comprehensive Policy (MCP) will be considered.

  An application from a non-MCSAP lead agency for O&M for PRISM projects will be considered before any MCSAP lead agency with similar funding requests.

5.6.3 PRISM Information

For more information on PRISM and its registration requirements, please visit the Data and Activity Safety Hub (DASH) at: https://ai.fmcsa.dot.gov/PRISM.

5.7 State Safety Data Quality (SSDQ)

5.7.1 General and Performance Indicators

FMCSA's safety programs use State-reported data on crashes and inspections to prioritize resources for the greatest impact on large truck and bus safety. The SSDQ program focuses on ensuring the availability of high-quality data from our State partners.

Data quality is monitored through a set of SSDQ performance measures that assess the completeness, timeliness, accuracy, and consistency of state-reported crash and inspection records. Each month, States receive overall ratings of "good," "fair," or "poor" based on ten SSDQ performance measures, which measures will also serve as performance indicators for HP-CMV awards related to the SSDQ

national priority.

5.7.2 Consideration for Funding

FMCSA will consider for funding the applications received for SSDQ-related projects as follows:

- Innovative projects for improving the State's performance in the SSDQ results overall or in specific measures. These projects include, but are not limited to, improving the timeliness and accuracy of crash reporting by local law enforcement and establishing a new benchmark for crashes to be reported within 45 days, and for inspections to be reported within 7 days.

- Data projects that improve and expand CMV data collected from police crash reports through increased application of the Model Minimum Uniform Crash Criteria (MMUCC). The National Highway Traffic Safety Administration (NHTSA) released the 5th edition MMUCC guideline in August 2017 which can be found at https://www.nhtsa.gov/mmucc-1. This guideline expands the information collected on CMVs in a new Large Vehicles and Hazardous Materials section.

- Training projects for State and local law enforcement to improve the collection of CMV data on inspections and crashes, or attendance at the next Data Quality & Systems Training scheduled for 2025.

- Technology projects that improve or expand commercial vehicle information collected through the State's crash and/or inspection data. Such projects include, but are not limited to:

    a. Creation of new or improved extraction from the State's crash repository to SAFETYNET/FMCSA;

    b. Automation or verification of driver, vehicle and motor carrier information;

    c. Enhanced VIN screening and data input/verification through NHTSA's Product Information Catalog and Vehicle Listing (vPIC) VIN decoder (https://vpic.nhtsa.dot.gov/);

    d. Collection and delivery of geo-location data of crashes or inspections;

    e. Collection and analysis of CMV event data recorders, or;

    f. Improving coordination between State crash analysts and NHTSA's Fatality Analysis Reporting System coders.

- Innovative projects for resolving Requests for Data Review (RDRs) entered through DataQs to improve timeliness, consistency, and/or accountability, such as an independent appeals process, special reviews for adjudicated citations, linking RDRs to training for inspectors, or additional staff to resolve backlogs.

5.7.3 Special Consideration for Improvement in SSDQ Performance

There are additional constraints and priorities depending on which agency is submitting the application for a SSDQ project:

| For Non-MCSAP Lead Agencies | Applications for projects that assist the State in meeting the MCSAP requirements for safety data collection and participation in information reporting will be considered on a priority basis. In this context, "meet the MCSAP requirements for participation" means achieving an overall "good" rating on the SSDQ measures if the State does not have an overall "good" rating at the time of HP-CMV application.

Applications that contain projects that will allow the State to exceed the MCSAP requirements for participation will be considered next. In this context, "exceed the MCSAP requirements for participation" means improving upon a "good" overall rating on SSDQ measures if the State already has an overall "good" rating at the time of HP-CMV application. For State SSDQ ratings please visit and select your State: https://ai.fmcsa.dot.gov/DataQuality/.

Note: Non-MCSAP Lead agencies must confirm and document coordination in the application, including which MCSAP lead agencies was contacted, date contact was made, and who was contacted. |
| For MCSAP Lead Agencies | FMCSA has determined that States must achieve an overall data quality rating of "good" as of the application submission date to be considered eligible for MCSAP grants. Ratings are published in the SSDQ ratings map posted on FMCSA's Analysis & Information website at: https://ai.fmcsa.dot.gov/DataQuality/.

High Priority applications that contain projects that will allow the State to exceed the MCSAP requirements for safety data collection and participation in information reporting will be considered. In this context, "exceed the MCSAP requirements" for participation means achieving or improving upon a "good" rating in SSDQ measures if the State has an overall "good" rating. |

5.8   Tire Pressure Monitoring System (TPMS)

CMV tire anomalies create unsafe operating conditions, leading to crashes, damage to adjacent vehicles, and environmental hazards. The impacts of CMV tire failures that can, and often do, result from anomalies can be catastrophic. Furthermore, CMV tire failures pose existential safety risks that extend beyond commercial operators, to all road users. These tire-borne risks can likely be mitigated to a large extent with the appropriate deployment of technological solutions aimed at notifying CMV operators and enforcement partners of non-conforming tire defects before they become a broader danger to the motoring public.

Under the TPMS priority, FMCSA seeks to advance research initiatives that explore sensing-enabled passive RFID tags in commercial motor vehicle tires. This technology should be capable of performing tire pressure monitoring functions while the CMV is both in motion and stationary. Ultimately, FMCSA

seeks data regarding the viability of using this technology to assess the status of CMV tires prior to a subject vehicle's dispatch (i.e., pre-trip inspections), and at any time before returning to the reporting terminal (i.e., when in motion or during NAS inspections). The overarching goals of this priority are to improve vehicle stability and reduce catastrophic tire failures by offering both in-cab driver notifications and enforcement capabilities aimed at quickly identifying non-compliant tire anomalies before they pose/continue to pose a danger to public roadway safety.

Proposals submitted under this priority shall adhere to the following criteria:

- Research proposals must involve monitoring CMV tire conditions (air pressure, temperature, and/or strain/weight) using sensor-enabled EPC-GEN2 RFID tags embedded in the tire. This includes analyzing the RFID tags in the tire to understand the RF performance, link budget, and sensor accuracy.

- Additionally, proposed research must include monitoring RFID tags while equipped CMVs are undergoing stationary inspections (e.g., pre-trip, or NAS) or operating at highway and ramp speeds to evaluate adverse tire conditions.

- Finally, the research must include an analysis of the methods of tire anomaly notification (i.e., to drivers, enforcement inspectors, and fleet maintenance personnel) and their efficacy in preventing tire anomalies from graduating to catastrophic failure.

SECTION B – FEDERAL AWARD INFORMATION

1 Funding and Number of Awards

FMCSA anticipates making approximately 30 awards in response to this NOFO. FMCSA anticipates awarding approximately $46.6 million in total during FY 2025. Final funding amounts are subject to the availability of funding appropriated by Congress.

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

Note: Applications for HP-CMV funding must not include more than four (4) projects. FMCSA will not review or consider any projects beyond the maximum four projects. *See* **Section D(2.1).**

2 Type of Award

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

This funding opportunity is for new FMCSA awards only. Applications for renewal or supplementation of existing awards are not eligible.

3 Period of Performance

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

4 Degree of Federal Involvement

4.1 Cooperative Agreement

In accordance with 31 U.S.C. § 6305, FMCSA will award a cooperative agreement when substantial involvement 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).

In general, substantial involvement includes, but is not limited to:

a. Agency review and approval of one stage before work can begin on a subsequent stage of project objectives and/or activities;

b. Agency coordination and collaboration due to interrelationship with other award projects;

c. Collaboration or joint development and prior approval of education materials, reports, etc., as listed in the original application and part of an approved project, and;

d. FMCSA involvement in outreach and other activities relating to the publication of materials.

Under a cooperative agreement, FMCSA agrees to assign professionally qualified staff to serve as liaisons between the recipient and FMCSA when event coordination is needed; provide 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.

4.2 Grant

Substantial involvement is not expected between FMCSA and the grant recipient when carrying out the activity outlined in the agreement. FMCSA provides financial assistance, technical assistance, and oversight. Recipients provide the effort and expertise necessary to carry out the approved activities. Recipients are responsible for achieving the work described in their grant award, complying with the grant requirements laid out in the grant award and Terms and Conditions, the administration of the grant, and monitoring and oversight of any sub-recipients or sub-contractors.

SECTION C – ELIGIBILITY INFORMATION

1 Eligible Applicants

The following section specifies the applicants eligible for award.

1.1 General Eligibility

HP-CMV awards are available to the following entities:

- State government agencies including: District of Columbia, Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the U.S. Virgin Islands;
- local governments (including county, city, township, and special district);
- Federally recognized Native American tribal governments;
- institutions of higher education, and;
- non-profit organizations with a 501(c)(3) status with the Internal Revenue Service.

For profit organizations and individuals are NOT eligible recipients.

In general, State and non-State entities may apply for HP-CMV projects related to Enforcement & Compliance with Safety Regulations, PRISM and/or SSDQ. In addition, institutes of higher education may request funding under this program for research or other related efforts that support national (or a specific State's) CMV safety efforts.

MCSAP lead State agencies may request HP-CMV projects which augment initiatives funded by the MCSAP formula grant program. Such projects must clearly demonstrate that their objectives exceed initiatives approved in their State's Commercial Vehicle Safety Plan (CVSP).

Please also refer to **Section A(4) National Priority Descriptions** for eligibility based on specific priorities (project types).

1.2 Participation by Local Law Enforcement Agencies and Other Entities

FMCSA strongly encourages the participation of local law enforcement agencies, local governments, federally recognized Indian tribes, political jurisdictions, and other eligible entities in CMV safety projects either directly as applicants or in partnership with MCSAP lead agencies.

Any local law enforcement agency applying directly to FMCSA for HP-CMV funding must provide a statement in the project narrative introduction within the application certifying that the applicant meets the eight conditions below from 49 CFR § 350.405. *See* Section D(2.2)(a).

Non-law enforcement applicants (e.g., institutions of higher education, non-profit organizations, etc.)

must also certify compliance with the conditions cited below, but may state within their application a reason for exemption to the terms and conditions under (b), (g), and (h), if they are not directly responsible for law enforcement activity and/or no current database access exists for their specific project.

a. Prepare a proposal that is responsive to the NOFO;

b. Except for federally recognized Indian Tribes, coordinate the proposal with the Lead State Agency to ensure the proposal is consistent with State and national CMV safety program national priorities;

c. Certify that the applicant has the legal authority, resources, and trained and qualified personnel necessary to perform the functions specified in the proposal;

d. 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;

e. Agree to prepare and submit all reports required in connection with the proposal or other conditions of the grant or cooperative agreement;

f. Agree to use the forms and reporting criteria required by the Lead State Agency or FMCSA to record work activities to be performed under the proposal;

g. Certify that a political jurisdiction will impose sanctions for violations of CMV and driver laws and regulations that are consistent with those of the State, and;

h. Certify participation in national databases appropriate to the project.

2 Cost-Sharing and Matching Requirements

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

3 Other

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

A complete application includes:

- The application was submitted by the deadline.
- The application was submitted by an eligible applicant, as described in Section C. 1.
- The application has a completed Federal Assistance (SF-424) form.
- The application has a completed Budget information for Non-Construction form (SF-424A).
- The application has a completed Assurances for Non-Construction form (SF-424B).
- The application has a completed 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 HP-CMV grant program and statutes.

SECTION D – APPLICATION AND SUBMISSION INFORMATION

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 Content and Form of Application Submission

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

2.1 Formatting

The application must follow the format and limitation 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. FMCSA will not read or consider any materials beyond the specified page limit in the application review process. NOTE: The 35 total page limit is inclusive of the introduction, problem statement(s), performance objective(s), project/performance activity(s), performance measurement(s) plan, monitoring and reporting plan, and budget narrative. Submission of documentation and forms described in Appendix A will not count against the application page limit.

f. The application 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 shall not include more than four projects.

2.2 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 contact, attachment forms and indirect cost agreements do not count against the page limitation.

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

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

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

a. **Introduction**

Provide a description of the purpose(s) for the project and must reference the applicable priority(s) being met as described in Section A(4) National Priority Descriptions. This section must include the intended outcome(s) of the proposed project. Please note, all applicants must include the **Local Law Enforcement Agencies and Other Entities certification** as outlined in Section C(1.2) within this narrative section.

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

c. **Performance Objective**

Provide a description of the applicant's anticipated quantifiable 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.**

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

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

d. **Performance Activity Plan**

Provide a description of the activities the applicant will conduct to help mitigate the problem and achieve the objective's outcome. Each activity should provide a baseline and benchmark that is measurable. The data element that 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 personnel assigned to the project, their percentage of time dedicated to the project and total number of hours needed to complete the project. (2) Level of effort summary inclusive of the number and frequency of activities, number of enforcement details, and (3) A project timeline including dates, tasks, milestones, and project end-date associated with meeting the performance objectives.

e. **Performance Measurement Plan**

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

f. **Monitoring and 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. Applicants must state as specifically as possible, what metrics they anticipate reporting within this section of their application.

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 makes 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 (A)(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/web/grants/forms/sf-424-family.html.

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

Budget narrative template is included with the HP-CMV application package on grants.gov. **Applicants are strongly encouraged to use the template to aid with developing a responsive budget narrative.**

Please refer to the following links for additional information:

- MCP: motor-carrier-grant-comprehensive-policy-v31.pdf (dot.gov)

- FMCSA's HP Best Practices document: https://ai.fmcsa.dot.gov/downloadFile.axd/HP_Best_Practices_20190628.pdf

2.3 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 Agreement (NGA).

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

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

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

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

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

2.4 Requirements When One or More Projects are Proposed

A project consists of one or more of the priorities described in **Section A(4) National Priority Descriptions**, which work towards achieving a defined objective(s). If an applicant chooses to propose multiple projects within a single application, each project must contain separate and distinct project narratives, budget narratives, line item budgets, and titles for each project proposed within that application package.

When an application contains multiple projects, each project must include the following sections in consecutive order: Brief Introduction, Problem Statement, Performance Objectives, Performance Activity Plan, Performance Measurement Plan, Monitoring Plan, and Budget Narrative. For example, in an application containing multiple projects, Project 1 would include the above sections in consecutive order, followed by Project 2, which would also include the above sections in consecutive order.

Applications with multiple projects must also contain a comprehensive or summary budget that includes expenses per project/per line item. The comprehensive budget must match the application's SF-424 and SF424A.

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

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

The applicant must:

i.   Be registered in the System for Award Management (SAM) before submitting an application at https://www. sam.gov;

ii. Obtain and use a unique entity identifier (UEI) created in SAM.gov, and;

iii. Accept the financial assistance certifications and representations required for (non-federal entities) during the SAM.gov registration and/or renewal process per 2 CFR § 200.209.

The applicant must maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete.

If an applicant has not fully complied with these requirements by the time FMCSA is ready to make a federal award, FMCSA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

4 Submission Dates and Times

4.1 Deadline

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

4.2 Consideration of Applications

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

6 Funding Restrictions

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

All cost elements of an application must be necessary, reasonable, allocable, and allowable to

accomplish the objective(s) of the project. Cost eligibility standards are described in the applicable cost principles and administrative requirements:

- 2 CFR § 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal Awards, and;

- FMCSA's MCP, as revised.

In accordance with the provisions of 49 CFR §§ 350.415 & 350.417 and federal Uniform Guidance cost principles, additional direction on eligible expenses under HP is included in the MCP. The eligibility of all expenditures is subject to review by FMCSA.

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

FMCSA will not provide reimbursement for indirect costs if an approved indirect cost rate (IDC) agreement was not in place for the period of time the indirect cost expenses were incurred. If claiming indirect cost charges, the grant recipient must include an active approved IDC agreement with the application submitted for funding. Should the grant recipient fail to provide an approved agreement during the pre-award phase and a grant is awarded, the grant recipient will have 30 days from the date of award acceptance to provide a copy of the IDC agreement. If we do not receive the required documentation within the allocated time frame, the grant recipient will not be reimbursed for indirect charges. Once an approved rate is provided to FMCSA, the grant recipient will then be allowed to claim indirect costs for the specified budget period(s), per 2 CFR § 200.414(c).

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

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

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

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

7 Other Submission Requirements

Applications must 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 submit an application 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.

Funds, Sources and Uses of Project Funds

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

Sharing of Application Information

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

SECTION E – APPLICATION REVIEW INFORMATION

1 Criteria

1.1 Eligibility Criteria

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 C, 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 CMV grant program and statutes?

1.2 Merit Evaluation Criteria

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

1.2.1 Technical Merit

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

1. Describe a program that will meet the stated objectives of the NOFO to reduce crashes, injuries, and fatalities involving commercial motor vehicles 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 HP 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 enforcement activities or other activities in areas likely to generate the maximum effectiveness of CMV enforcement.

9. Demonstrate appropriateness, rationale, and completeness of the proposed statement of project objectives.

10. Include clearly identified quantifiable performance objectives and measurements, such as percentages of enforcement on passenger carriers, traffic enforcement contact projections, etc.

11. Demonstrate performance-based metrics that adhere to FMCSA monitoring and reporting requirements.

12. Demonstrate that the proposed project/program is reasonable in scope, and adequate to address existing and emerging commercial vehicle safety issues.

13. Have an identified scope (regional, national, etc.).

14. Represent a variety of technical approaches or innovative methods taken together, will best achieve the programs objectives.

15. Represent different kinds and sizes of organizations to provide a balanced programmatic effort and a variety of different technical perspectives.

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:

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 § 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. 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;

6. 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;

7. An evaluation of the applicant's Single Audit in accordance with the Single Audit Act in accordance with 2 CFR § 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 involves the evaluation of the proposed projects related to meeting the requirements of the project narrative, budget narrative and the selected HP-CMV national priorities as described in **Section D(2.2) Narrative Section Requirements,** and **Section A(4) National Priority Descriptions**.

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

2 Review and Selection Process

2.1 Review Process

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

in this NOFO. 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 Ratings

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

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

b. **Responsive:** Applicant addresses most aspects of the criteria and demonstrates the ability to meet the Government's performance requirements but contains weaknesses. These weaknesses may be addressed by recommending the award and including a specific programmatic or administrative post-award term and condition or a reduction to requested funding. Applicant otherwise fully addresses all aspects of the criteria and demonstrates the likelihood of meeting the Government's expectations and requirements.

c. **Not Responsive:** Applicant does not sufficiently address the criteria and/or failed to submit required documentation. For example, the application is missing a budget, the project narrative lacks a clearly defined problem statement, missing objectives/goals, etc. The information that the applicant has presented indicates a strong likelihood of failure to meet the Government's requirements and/or adherence to application submission requirements.

2.3 Applicant Information

As determined necessary to support the evaluation and selection process, FMCSA may conduct discussions with Applicants to clarify elements of the technical and budget applications, seek additional information as to whether the project can be completed with a reduced award, and request additional detailed and itemized cost information, such as the SF-424, SF-424A, project plans, and budget narratives.

2.4 Compliance with DOT Order 2100.7, Ensuring Reliance upon Sound Economic Analysis in DOT's Policies, Programs, and Activities

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

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 F – AWARD NOTICES

1 Federal Award Notices

Following the evaluation outlined in Section E, the Notice of Grant Agreement (NGA) signed by the FMCSA Grant Officer is the authorizing financial assistance document. The NGA will be sent through GrantSolutions, and it must 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 Spring of 2025. 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 grant's execution. 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. FMCSA may issue partial funding awards up to the level authorized.

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.

FMCSA will send a letter to notify those who were not funded with suggestions for how applications can be improved for the next grant cycle. FMCSA does not have an appeal process for unsuccessful applications for competitive grant funds.

SECTION G – POST-AWARD REQUIREMENTS AND ADMINISTRATION

1 Administrative and National Policy Requirements

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 C.F.R part 200, as adopted by DOT at 2 C.F.R

part 1201. Federal wage rate requirements included in subchapter IV of chapter 31 of title 40, U.S.C., apply to all projects receiving funds under this program, and apply to all parts of the project, whether funded with HP-ITD Grant funds, other Federal funds, or non-Federal funds. In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of Federal law, including, without limitation, the Constitution of the United States; the conditions of performance, non-discrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of the Department of Transportation; and applicable Federal financial assistance and contracting principles promulgated by the Office of Management and Budget. In complying with these requirements, recipients, in particular, must ensure that no concession agreements are denied or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If DOT determines that a recipient has failed to comply with applicable Federal requirements, DOT may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds. Additionally, applicable Federal laws, rules and regulations of the relevant operating administration administering the project will apply to the projects that receive HP-ITD grant awards, including planning requirements, Service Outcome Agreements, Stakeholder Agreements, Buy America compliance, and other requirements under DOT's other highway, transit, rail, and port grant programs. For projects that are eligible under HP-ITD but are not eligible under DOT's other programs or projects that are eligible under multiple DOT programs, the HP-ITD program will determine the appropriate requirements to ensure the project is delivered consistent with program and Department goals. In particular, Executive Order 14005 directs the Executive Branch Departments and agencies to maximize the use of goods, products, and materials produced in, and services offered in, the United States through the terms and conditions of Federal financial assistance awards. If selected for an award, grant recipients must be prepared to demonstrate how they will maximize the use of domestic goods, products, and materials in constructing their project. HP-ITD grant projects involving vehicle acquisition must involve only vehicles that comply with applicable Federal Motor Vehicle Safety Standards and Federal Motor Carriers Safety Regulations, or vehicles that are exempt from Federal Motor Vehicle Safety Standards or Federal Motor Carrier Safety Regulations in a manner that allows for the legal acquisition and deployment of the vehicle or vehicles.

Additional provisions that apply to this 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.

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

Domestic Preference Requirements

As expressed in Executive Order 14005, 'Ensuring the Future Is Made in All of America by All of America's Workers' (86 FR 7475), the executive branch should maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. Funds made available under this notice are subject to domestic preference requirements based on the Operating Administration that administers the project, including 23 U.S.C. 313 (FHWA projects); 49 U.S.C. 5323(j) (FTA projects); 49 U.S.C. 22905(a) (FRA projects); and section 70914(a) of the Build America, Buy America Act (all projects). The Department expects all applicants to comply without needing a project-specific waiver for domestic preference requirements.

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

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

Federal Anti-Discrimination
As a condition of award, pursuant to Section (3)(b)(iv)(A), Executive Order 14173, Ending Illegal Discrimination And Restoring Merit-Based Opportunity, the 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.

As a condition of award, pursuant to Section (3)(b)(iv)(B), 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.

Performance and Program Evaluation
As a condition of grant award, grant recipients may be required to participate in an evaluation undertaken by DOT or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or

selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. DOT may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant recipients must agree to: 1) make records available to the evaluation contractor or DOT staff; 2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested, and; (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

Recipients and subrecipients are also encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges federal awarding agencies and federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." *See* 5 U.S.C. § 311. Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics. *See* OMB Circular A-11, Part 6 Section 290.

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

2 Reporting

The grant terms and conditions outline the reporting requirements that the recipient must meet after award. Reporting responsibilities include quarterly program performance reports using the Performance Progress Report (PPR) and 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 § 200.

SECTION H – FEDERAL AWARDING AGENCY CONTACTS

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.

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 http://www.grants.gov/web/grants/manage-subscriptions.html.

FMCSA plans to conduct an informational a webinar for all prospective applicants. During this webinar, 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.

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

- HP Best Practices: HP_Best_Practices.pdf
- HP Resource Guide: Grants_Management_HP_Resource_Guide.pdf

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

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

APPENDIX A – APPLICATION PACKAGE REQUIREMENT CHECKLIST

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

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

Document Name	Document Description and Location Information	Submit in:
Project Narrative	Project narrative must include: Brief Introduction; Problem Statement(s); Performance Objective; Performance Activity Plan; Performance Measurement Plan, and; Monitoring Plan. *See* **Review Section D(2.2)**	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* **Review Section D(2.2)(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* **Review Section D(2.3)**	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* **Review Section D(2.3)**	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 **NOT** 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

Indirect Cost Rate Agreement	**Organization's signed current approved indirect cost rate from the cognizant federal agency or letter of request to cognizant agency for rate establishment or adjustment, if applicable. If claiming indirect cost charges, the recipient must include an active approved Indirect Cost agreement with the application submitted for funding. Should the recipient fail to provide an approved agreement during the pre-award phase and a grant is awarded, the grant recipient will have 90 days from the date of award acceptance to provide a copy of the IDC agreement. If we do not receive the required documentation within the allocated timeframe, the recipient will not be reimbursed for indirect charges for that fiscal year. Once an approved rate is provided to FMCSA, the recipient will then be allowed to claim indirect costs for the specified budget period(s), per 2 CFR § 200.414(c).** **Any non–federal entity that does not have a current negotiated (including provisional) rate, except for those non–Federal entities described in appendix VII to 2 CFR § 200, paragraph D. 1. b, may elect to charge a de minimis rate of 15% of modified total direct costs, which may be used indefinitely. No documentation is required to justify the 15% de minimis indirect cost rate. *See* 2 CFR § 200.414(f); *See also* Review Section D(6)**	grants.gov

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:

Budget narrative template is included with the HP-CMV 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**

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 @ $19,760 per year for a cumulative total (for all 10 part-time staff members) of $197,600.

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.

- <u>Do not combine the fringe benefit cost with direct salaries and wages in the personnel category</u>.

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

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. Generally speaking, 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**

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.**

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.

Airfare for training in Arlington, VA for 3 persons with an average airfare cost (per person) of $900 x 3 persons = $2,700.

Equipment: Equipment is tangible 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.

- 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 i**n 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**
Vehicles	3	$30,000	$90,000
Total Cost for Equipment:			**$90,000**
The Applicant requests 3 new vehicles to perform covert monitoring as replacements for vehicles that have reached their useful life as determined by the State's vehicle replacement policy. These vehicles will only be used for grant eligible purposes and are needed to achieve the activities proposed in the application. The cost for purchasing the vehicles is approximately $36,000 each based on the State's procurement contract. *(If requesting an SUV, please explain why an SUV is necessary to meet the objectives of the project plan.)*			

Supplies: Supplies are tangible 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 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 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 @ $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.				

Indirect Costs: Indirect costs are costs incurred for common or joint objectives that benefit more than one project, but are not easily or accurately allocable to more than one project. They may be administrative and/or operational. FMCSA reviews indirect cost rates to ensure the rate is valid, calculations are correct in the budget, and that the rate is applied to the appropriate base.

Remember to include your indirect cost rate agreement with your application in grants.gov if your project's budget will include indirect costs. If your rate will not be approved by the application due date, attach the letter of renewal or letter of request that you sent to your cognizant agency. This documentation is used as a placeholder until the rate is approved. Recipients may not receive reimbursement for indirect costs until the rate is approved.

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

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

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