

**COMMERCIAL MOTOR VEHICLE OPERATOR SAFETY TRAINING  
GRANT PROGRAM  
NOTICE OF FUNDING OPPORTUNITY**

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## SECTION A – BASIC INFORMATION

# Notice of Funding Opportunity

<b>Federal Agency Name:</b>	U.S. Department of Transportation (US DOT) Federal Motor Carrier Safety Administration (FMCSA) Grants Management Office (GMO); MC-BG 1200 New Jersey Avenue, SE West Building Washington, DC 20590
<b>Funding Opportunity Title:</b>	Commercial Motor Vehicle Operator Safety Training Program
<b>Announcement Type:</b>	Initial
<b>Funding Opportunity Number:</b>	FM-DTG-25-002
<b>Assistance Listing Number:</b>	20.235
<b>Key Date – Application Due Date:</b>	June 20, 2025 5:00 p.m. ET
<b>Executive Summary</b>	The goals and objectives of the Commercial Motor Vehicle Operator Safety Training Program is to train future operators in the safe use of commercial motor vehicles. This NOFO prioritizes training current and former members of the armed forces, including their families, to obtain a commercial driver's license.
<b>Points of Contact:</b>	<p>Financial application concerns: James Ross 202-960-5176 james.ross@dot.gov <a href="mailto:FMCSA_GrantMgmtHelpdesk@dot.gov">FMCSA_GrantMgmtHelpdesk@dot.gov</a></p> <p>Programmatic application concerns: Christopher Cambridge 202-366-6511 <a href="mailto:CDLgrants@dot.gov">CDLgrants@dot.gov</a></p>

## SECTION B – ELIGIBILITY

# 1 Eligible Applicants

## 1.1 Eligible Entities

CMVOST awards are available to the following entities, who meet the additional eligibility criteria in 1.2 - Educational Institutions and Training Providers, and 1.3 Entry-Level Driver Training Requirements below:

- a. State Government
- b. County Government
- c. City or Township Government
- d. Independent School District
- e. Public/State Controlled Institution of Higher Education
- f. Indian/Native American Tribal Government (Federally Recognized)
- g. Nonprofit with tax-exempt status under section 501(c)(3) of the Internal Revenue Code (other than small business)
- h. Small business
- i. Hispanic Serving Institution
- j. Historically Black Colleges and Universities (HBCUs)
- k. Tribally Controlled Colleges and Universities (TCUUs)
- l. Alaska Native and Native Hawaiian Serving Institutions

## 1.2 Educational Institutions and Training Providers

All applicants must meet one of the two criteria listed below:

- a. Educational institutions accredited by an accreditation agency recognized by the U.S. Department of Education will be considered for funding
- b. Non-accredited institutions that are approved by the DOL as eligible training providers and who accept [WIOA grants](#); and approved by the SAAs, and the VA to accept VA benefits will also be considered for funding.

## 1.3 Entry-Level Driver Training Requirements

All applicants must meet the requirements for ELDT and be listed on the Training Provider Registry. Additionally, applicants must submit documentation to support that the entity meets the eligibility requirements ([see Appendix C](#)).

## 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. If one of these items is not fulfilled the application will not be considered eligible.

A complete application includes:

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

## SECTION C – PROGRAM DESCRIPTION

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

The U.S. Department of Transportation’s Federal Motor Carrier Safety Administration (FMCSA) announces its Fiscal Year (FY) 2025 Commercial Motor Vehicle Operator Safety Training (CMVOST) grant program Notice of Funding Opportunity (NOFO) to solicit applications from organizations that provide commercial motor vehicle (CMV) operator training, including accredited public or private colleges, universities, vocational-technical schools, post-secondary educational institutions, truck driver training schools, associations, and State and local governments, including Federally recognized Native American Tribal governments. FMCSA will also accept applications from non-accredited institutions that are approved by the U.S. Department of Labor (DOL) as eligible training providers to accept Workforce Innovation and Opportunity Act (WIOA) grants and approved by the State Approving Agencies (SAAs) and the U.S. Veterans Administration (VA) to accept VA benefits.

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, Program, and Activities](#).

The FY 2025 CMVOST grant program is authorized under [49 U.S.C. § 31103](#), as modified by Section 23001(b) of Public Law 117-58 (2021), the [Infrastructure Investment and Jobs Act \(IIJA\)](#). FMCSA anticipates awarding approximately \$3,400,000, as authorized by IIJA.

### 2 Changes from December 18, 2024 NOFO

Notable changes in this NOFO compared to the version published on December 18, 2024 include:

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

### 3 CMVOST Goals and Objectives

#### Relevant Assistance Listing is 20.235

FMCSA's mission is to reduce crashes, injuries and fatalities involving large trucks and buses. FMCSA's program of awarding grants for operator safety training furthers that mission.

The CMVOST grant program supports the Secretary's strategic goals. Its purpose is to train individuals in the safe operation of commercial motor vehicles. This program will prioritize applications that train current or former members of the U.S. Armed Forces, including National Guard and Reservists. To that end, applications from training providers that train current or former members of the armed forces will be given priority for funding.

FMCSA provides financial assistance under the CMVOST grant program to organizations that provide CMV operator training.

This NOFO provides important information about the FY 2025 CMVOST program activities/projects and guidance related to preparing and submitting a grant application.

CMVOST grant funds are awarded through a competitive grant process. No assurance of funding is implied, nor should it be inferred.

Training providers should be aware that individuals applying for their CDL for the first time; an upgrade of a CDL; or a hazardous materials, passenger, or school bus endorsement for the first time are subject to FMCSA's minimum entry-level driver training (ELDT) requirements. These individuals must complete a prescribed entry-level driver training program by an entity listed on FMCSA's Training Provider Registry. **Applicants must meet the requirements for ELDT and be listed on FMCSA's Training Provider Registry when they submit an application.** For more information on these requirements, please visit FMCSA's website at: <https://tpr.fmcsa.dot.gov>.

### 4 FY 2025 CMVOST National Priorities

All applications must support the public purpose listed below. FMCSA will not award grant funding to individuals for personal gain, such as individual requests for obtaining specialized training required for CDL licensing, or to any private business for direct financial gain or profit. FMCSA will prioritize grant applications that fund tuition expenses and other reimbursable educational expenses for students who meet the definition of "Qualified Students."

**All applications must support the public purpose of the CMVOST grant program, which is to: Train individuals in the safe operation of commercial motor vehicles. Grant applications for programs to train current and former members of the armed forces in the safe operation of such vehicles will be**

**given priority.**

“Qualified Students” include current and former members of the U.S. Armed Forces, including National Guard members and Reserve members, and children and spouses of service members. All such family member students are eligible for training, with or without the service member. Service members will receive priority for funding.

Beginning February 7, 2022, an entry-level driver is only permitted to take the relevant CDL skills or knowledge test after completing the training required by the Entry Level Driver Training (ELDT) regulations, from a provider listed on the Training Provider Registry. All applicants must meet the requirements for ELDT and be register and listed in the Training Provider Registry prior to submitting an application.

## SECTION D – APPLICATION CONTENTS AND FORMAT

### 1 Content and Form of Application Submission

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 are not required to be used.

#### 1.1 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.
- c. Header and Footer are allowed in the margins.
- d. Times New Roman 12 pt. font must be used for all text, including tables and graphs.
- e. Application must be submitted in a format readable by Microsoft (MS) Word, Excel, or in text searchable PDF formats (as applicable).
- 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.

#### 1.2 Project Plan Narrative Requirements

The application narrative is limited to 25 total pages. FMCSA will not read or consider any materials beyond the specified page limit in the application review process. NOTE: The 25 total page limit will apply to the sections below only. Submission of documentation and forms described in Appendix A will not count against the application page limit.

All applicants must provide:

- The number of qualified students expected to be recruited;
- The number of qualified students expected to complete the training/course curriculum;
- The number of qualified students expected to obtain a CDL;
- The number of qualified students expected to be placed in CDL driver positions;
- The duration and curriculum of the training for the students;
- Job placement and retention services/resources for the students following graduation;
- An overview on how monitoring and evaluating protocols will be used to measure success and performance outcomes;
- Proof that the institution is either accredited or certified to accept WIOA grants; and



- Proof that the institution is listed on the Training Provider Registry.

Applicants must provide the following information, if applicable:

- Proximity to a military installation or other nearby opportunities to reach veterans;
- Confirmation that the applicant has an on-campus Recruitment Office;
- Veterans Affairs Office, and Job Placement Office;
- A copy of the published all-inclusive tuition and other costs a student would be required to pay to obtain a CDL, broken down by type (e.g., student activity fees, range fees, Medical Certificate, DMV fees and miscellaneous expenses);
- Whether published tuition cost includes any of the following: DOT physicals, required DOT drug testing fees, driver licensing fees, etc.; and
- If and how the applicant will address the challenges faced by qualified students.

**a. Brief Introduction (Project Narrative and Organizational Capacity)**

This section demonstrates that the applicant has the expertise to successfully implement the stated strategies and achieve its stated goal(s). This section includes information related to the applicant's training program, its ability to conduct recruitment and career placement, and its ability to successfully manage a Federal financial assistance award. For priority consideration, it should also include the proximity to military bases and the established business relationships that have made the entity successful in recruiting qualified students. In addition, applicants that have received previous CMVOST grant funding should provide a brief narrative about any operational obstacles they encountered that may have prevented them from meeting the approved performance metrics.

*Example: The Applicant has been providing CDL training since 1986 and is the preferred training provider for several large government and for-profit organizations. The training and recruitment are within 60 miles of a major military base and a VA hospital. The Applicant maintains an on-campus Office of Veterans Affairs and is recognized by GI Jobs Magazine as a military-friendly program. Its experience includes training drivers in the safe operation of all commercial vehicles, including passenger vehicles and tankers. The Applicant is currently registered on the FMCSA ELDT Training Registry for in-person training and has x locations registered to provide training.*

**b. Problem Statement and Performance Objective)**

A description of the goal(s) of the application and the applicable program priority(s) met by the application's projects. Include in this introduction specific information about the outcomes/results the applicant proposes to achieve with the funding requested.

*Example: The demand for financial assistance to provide CDL training continues to grow. This application will fund at least 20 individuals by providing commercial motor vehicle operator safety training. The training will assist in reducing the severity and number of crashes on U.S. roads involving commercial motor vehicles. Specifically, to recruit current and former members of the United States Armed Forces (including National Guard members and Reservists) and their spouses or children (Qualified Students), provide them with superior safety-focused training, and offer placement services to assist them in becoming employed in the transportation industry.*

**c. Program Activity Workplan**

A description of the applicant's quantifiable goal related to the above problem statement. This must be measured in three activity areas:

- **Activity 1 – Recruiting Qualified Students:** Applicant must describe the entity's current recruitment practices focused on the defined "qualified students."

*Example: Applicant has a wide recruitment network that concentrates on outreach to veteran and military applicants. Applicant's recruiting staff uses existing veteran organizations, visits to military bases, public advertising and promotion, and job fairs in coordination with local workforce training agencies to achieve focused recruiting of current and/or former members of the military.*

- **Activity 2 – Training Qualified Students:** Applications must clearly describe the entity's established CMV training program; must project the number of students who will graduate/successfully complete the course curriculum; and must project the number of students who will be issued/obtain a CDL. Please ensure it includes the number of hours for the established training curriculum and the training meets the requirement under ELDT.

*Example: The CDL training program takes approximately 4-6 weeks to complete and includes 105 hours of classroom instruction, 25 hours of off-road training and 44 hours of behind-the-wheel training; the curriculum is as follows (insert course listing here – attach a copy of the course catalog for the program with all requirements and tuition costs that are published for the general public). Based upon historical graduation rates, we project that 95% of all enrolled students will complete all required hours of training in order to pass/graduate, and of those students who graduated, we project that 98% of those students will obtain their CDL.*

- **Activity 3 – Providing Students with Post-Graduation Job Placement Assistance**  
Include the projected number of students who will be offered a CDL position.

*Example: Concurrent with training, students are given numerous opportunities to speak with on-site recruiters; students are given guidance in interviewing strategies for achieving employment; students are provided with assistance and counseling in evaluating pay, benefits, lifestyle, and location pros and cons.*

**d. Program Evaluation and Monitoring Plan (Performance Measurement Plan)**

A description of how the applicant will measure progress towards the performance goals and objectives by using quantifiable measures to capture performance outcomes. The outcomes must include number of students recruited, enrolled, graduated, obtained a CDL, placement in transportation industry (e.g., driving position). In addition, the applicant must include how it plans to determine if a driver was retained in the industry at the end of the period of performance. The measurement must include specific benchmarks that can be reported on in the quarterly progress report, as appropriate. These should include all the activities listed in the project plan.

*Example: All academic and skills training for each student will be documented weekly and compared to current baseline training data to determine the effectiveness of training activities and program administration; data will be maintained for each course on the number of students recruited, qualified, enrolled, and graduated, the number of students who passed the CDL test, number of students who obtained their CDL, and the number placed in the trucking industry.*

**e. Budget Narrative**

A budget narrative is a description by budget category (object class or type of expense) that details the costs necessary to complete the proposed projects. The budget narrative ensures that the applicant has properly documented proposed costs. The level of detail should be sufficient to justify the funding requested.

Only tuition and indirect cost are eligible under this grant. Tuition expenses must be broken down to include all elements included in the published rate. If the published rate includes the cost of the medical certification, books, and first skills testing fee, it should be listed with the standard cost that is inclusive of the tuition rate. If a student drops out prior to completing the course curriculum, FMCSA will reimburse the recipient based on its written refund policy for students minus any expenses that the recipient did not incur (e.g., cost of commercial learner's permit, cost of commercial driver's license, cost of medical certification). General Grant Guidance on how to develop an application budget narrative is included in Appendix B. All costs in the budget narrative, SF-424 and SF-424A **must be rounded to the nearest whole dollar amount**. **Do not include cents for Federal and Recipient cost share or match on SF-424, SF-424A and budget narrative.**

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

### 1.3 SF-424 and SF-424A

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

**SF-424, Field 18 – Box (a)** – Must reflect the total estimated Federal funding requested to complete the project plan. As no match/cost sharing is required, enter "0" in **box (b)**. **Box (g)** should equal the total project amount, which is the sum of boxes (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 €, and the total cost per project in column (g). Each project in the application will be shown on lines 1-4 as applicable with the Total for each column on line 5. Note line 5 column €<sub>(f)</sub> and (g) must reconcile with SF-424 field 18, as described above. **All costs must be rounded to the nearest whole dollar amount.**

**Section B – Budget Categories** – Capture the total amount per object class categories, as applicable. In the column headings (1) through (4), enter the titles, that match narrative title, for each of the proposed projects that match the title in Section A and the project plan. Please note, the SF-424A covers the life of the project costs, and not just the first year (as stipulated in the SF-424A instructions). Section B must be completed. **All costs must be rounded to the nearest whole dollar amount.**

### 1.4 Requirements When One or More Projects are Proposed

A project consists of one or more priorities, which work towards achieving a defined goal 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.

## SECTION E – SUBMISSION REQUIREMENTS AND DEADLINES

### 1 Address to Request Application Package

The applicants must complete and submit all forms included in this NOFO at [www.grants.gov](http://www.grants.gov).

When completing the Application for Federal Assistance SF-424 form, applicants must indicate the application type is a “CMVOST” in box 15, “Descriptive Title of Applicant’s Project.”

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

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

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

### 2 Questions about the NOFO

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

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

**Telephone:** (202) 366-0621 (Grants Management Help Desk)

**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:** 9:00 a.m.to 5:00 p.m., Eastern Time

### 3 Unique entity identifier and System of Award (SAM) requirement

The applicant must:

- i. Be registered in the System for Award Management (SAM) before submitting an application

at <https://www.sam.gov>; and

- ii. Entities are required to obtain and use a unique entity identifier (UEI) created in SAM.gov.

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.

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

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 Commercial Motor Vehicle Operator Safety Training Grants ARE **DUE ON June 20, 2025** by 5:00 p.m. 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. Within two business days of receipt of your submission, 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 responsibility for a timely and complete submission. Go to [www.grants.gov](http://www.grants.gov) for more information.

### 4.2 Consideration of Applications

Only applicants who comply with all submission deadlines 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 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.

The CMVOST grant program and this funding opportunity are subject to Executive Order (EO) 12372. Applicants with a Single Point of Contact (SPOC), and therefore required to comply with EO 12372, are listed in the Office of Management and Budget's website at: [www.whitehouse.gov/omb](http://www.whitehouse.gov/omb).

## 6 Funding and Number of Awards

FMCSA anticipates making approximately 25 awards as a result of applications in response to this NOFO. FMCSA reserves the right to allocate additional funds for awards based on the number and quality of applications.

Note: FMCSA will limit Federal funding to a total amount of \$200,000 per award. All funding amounts are subject to the availability of funds under the FY 2025 Appropriations Act.

## 7 Type of Awards

The planned award type is a grant.

## 8 Period of Performance

Pursuant to [49 U.S.C. § 31104\(f\)\(5\)](#) as modified by Section 23001(b) of Public Law 117-58 (2021), the Infrastructure Investment and Jobs Act, the CMVOST grant awards have a period of performance that is the fiscal year of award plus two additional fiscal years. The period of performance begins upon the award date.

## 9 Degree of Federal Involvement

Substantial federal involvement is not expected between FMCSA and the 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 to improve CMV safety. Recipients are responsible for achieving the work described in their grant award, complying with the grant requirements in the grant award and the Terms and Conditions, as well as the local administration of the grant, and monitoring and oversight of any sub-recipients or sub-contractors.

## 10 Funding Restrictions

FMCSA will not fund any costs that are not a part of the training entity's published tuition rate. Example of these non-funded costs are instructors or recruiters or administrative support salaries or



other general recurring expenses associated with the applicant's daily operations.

All coursework, including classroom and range time, and placement services that are being requested for reimbursement under this application must be completed prior to the period of performance end date. Proper planning is critical for fulfilling the grant objectives within the period of performance. FMCSA will not pro-rate costs.

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 increase the amount of the approved budget. Pre-award costs are not eligible for reimbursement.

All costs must be allowable, allocable, reasonable, and necessary to achieve the stated goals, and must comply with the cost principles in [2 CFR part 200](#). Compliance with these requirements is the responsibility of the recipient of Federal funds. Costs must also be consistently applied and documented. These standards are described in the applicable cost principles and administrative requirements in [2 CFR 200.400 through 200.476](#). Failure to adhere to these requirements may result in reimbursements under the award being deemed improper and subsequently disallowed.

Eligible CMV operator grant program costs are limited to:

- i. The applicant's published tuition rate. The tuition may include such costs for DOT physicals, required DOT drug testing fees, and driver licensing fees, if they are standard published elements that are included in the published tuition rate.
- ii. Indirect Costs (IDC) based upon the approved IDC rate from a cognizant agency.

FMCSA will not approve reimbursement requests for IDC if an approved IDC rate agreement is not in force for the period of time that the IDC expenses are incurred.

If claiming IDC charges, the grant recipient must include an active approved IDC agreement with the application submitted for funding. Should the grant recipient fail to provide an approved agreement during the pre-award phase and a grant is awarded, the grant recipient will have 90 days from the date of award acceptance to provide a copy of the IDC agreement. If we do not receive the required documentation within the allotted time frame, the grant recipient will not be reimbursed for IDC charges for that fiscal year. Once an approved rate is provided to FMCSA, the grant recipient will then, be allowed to claim IDC in the following fiscal year of the award. [2 CFR 200.414\(c\)](#).

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

All FMCSA grant programs are cost reimbursable, which means that grant recipients must first expend their own money before vouchering by submitting an invoice 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. The 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 part 200, Subpart E: 2 CFR 200.403 – 200.405.](#)

## 11 Other Submission Requirements

Applications must only be submitted electronically via <https://www.grants.gov> as described above in this section. In the event of system problems or technical difficulties with the application submittal, please call at 1-800-518-4726 or e-mail at [support@grants.gov](mailto:support@grants.gov) 24 hours a day, 7 days a week (closed on Federal holidays).

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

- i. Create a username and password.
- ii. Establish an E-Business point of contact (POC) to respond to the registration emails.
- 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 applications that are late due to failure to register or comply with Grants.gov requirements.

In addition, applicants should also state within their Project Activity Plan narrative whether the proposed project(s) is/are located in a qualified opportunity zone designated pursuant to [26 U.S.C. § 1400Z-1.](#)

### 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 application Commercial Motor Vehicle Operator Safety Training, 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 F - APPLICATION REVIEW INFORMATION

# 1 Criteria

## 1.1 Eligibility Criteria

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

Eligibility Requirement
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. Was a current Indirect Cost Rate agreement included in the application?
11. Does the application include a complete Budget Narrative?
12. Does the application include a complete Project Narrative?
13. Was the accreditation documentation submitted with the application?
14. Does the application include supporting documentation verifying the applicant is an approved training provider?

## 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 Criteria

FMCSA will evaluate CMVOST applications to determine the extent to which:

1. The application meets the CMVOST program's priorities and statutory requirements that will likely achieve success. The application includes clearly identified performance goals and measurements, supported by data, as appropriate, and includes benchmarks and timelines.
2. The costs linked to the project's goals are reasonable and necessary for the project's

success.

3. The proposed approach appears to be reasonable in scope, addresses existing and emerging CDL safety issues, and is likely to be successful within the period of performance.
4. The applicant explained how it has effectively managed project tasks in the past to stay within budget and on schedule.
5. The application includes clearly identified performance goal(s), objectives, and activities with baseline and benchmark data to measure outcomes and outputs.
6. The application includes a monitoring and evaluation component that indicates how the recipient will continuously evaluate performance and outcomes and make adjustments, if necessary, which enables FMCSA to monitor performance and progress toward successful completion.

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

1. This category of criteria involves the budget: whether costs are allowable in accordance with Federal grant requirements, including the appropriateness and reasonableness of the budget estimate and the resources to be dedicated to the project; and the reasonableness and feasibility of the schedule relative to the application timeline. The budget should describe specific activities that support the objective(s) of the program.
2. The budget evaluation helps identify project-related risks that must be considered prior to recommendation, in addition to those risks arising from technical uncertainty.
3. FMCSA will evaluate CMVOST applications and other information, including, but not limited to:
  - a. Elements of work included in the application have associated budget costs and, conversely, all elements in the applicant's budget have corresponding work elements included in the application.
  - b. Budget costs are allowable, allocable, necessary and reasonable per the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
  - c. Costs in a particular cost category have been properly identified as allowable, with the necessary detail for their use, and are not duplicative of the other budget line items;
  - d. All tuition components are clearly linked to the project's goal(s) and are necessary to adequately equip, train, and enable personnel to conduct the activities included in the project plan;
  - e. A suspension and debarment review that included a review of the applicant's administrative capability self-certification form and a check against the records in SAM (currently the Federal Awardee Performance and Integrity Information System). 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;
- f. 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
  - g. 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.

### **1.2.3 Program-Specific Criteria**

The application must include clearly identified performance goals and measurements that are supported by an appropriate and identified data source and that include benchmarks and timelines that will facilitate evaluating the applicant's progress towards project completion.

FMCSA will evaluate CMVOST applications to determine the extent to which:

1. The project supports the NOFO's priority of recruiting and training qualified students.
2. The project complements the applicant's existing program or enhances its capabilities to serve qualified students.
3. The applicant capabilities for serving the qualified students are articulated sufficiently to support their recruitment and training efforts.
4. The tuition costs and documentation support the costs and are reasonable and allocable.

### **1.2.4 Past Performance Criteria**

Past performance is considered to be 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 budgets, 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, FMCSA, will determine if any organizational, financial, or business management practices, such as vouchering, financial reporting, cost allocation, debt rating, Subpart F (formerly A-133) Single Audit findings, etc., exist.

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 are measurable to allow performance to be monitored; and
4. Current project tasks are successfully performed and managed (e.g., within budget and on schedule).

## 2 Review and Selection Process

### 2.1 Review Process

FMCSA will review all eligible applications received by the application deadline according to the merit evaluation criteria outlined in Section 1 above. The review and selection process will consist of an intake/eligibility criteria review, a technical and budget review, a program office review, and final selection. During the technical and budget review, FMCSA technical and financial staff members evaluate and analyze applications applying the evaluation criteria and submit their assessments to the program office. Then, the program office will gather and consider the results of the evaluations according to the technical merit, budget review/cost analysis, program-specific, and past performance, described in subsection (1) 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 the Secretary's review.

### 2.2 Ratings

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

- a. **Highly Responsive:** Applicant fully addresses all aspects of the criteria, convincingly demonstrates that it will meet the Government's performance requirements and demonstrates minimal or no weaknesses.
- b. **Responsive:** Applicant addresses most aspects of the criteria and demonstrates the ability to meet the Government's performance requirements but contains weaknesses. These weaknesses may be addressed by recommending the award and including a specific programmatic or administrative post-award term and condition or a reduction to requested funding. Applicant otherwise fully addresses all aspects of the criterion and demonstrates the likelihood of meeting the Government's expectations and requirements.

- c. **Not Responsive**: Applicant does not sufficiently address the criteria and/or 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 Additional 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.

## 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 and use that determination as a basis for making an award to another applicant. FMCSA may also impose additional grant award terms and conditions above its customary general terms and conditions.

The risk assessment is conducted in several parts:

- 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](#), Federal awarding agency review of risk posed by applicants; and

- 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.

NOTE: In accordance with [2 CFR Part 200 Subpart F](#), grant 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.

## SECTION G – AWARD NOTICES

### 1 Award Notices

Following the evaluation outlined in Section E, the Notice of Grant Agreement (NGA) signed by the FMCSA Grant Officer is the authorizing financial assistance document and will be sent through GrantSolutions. It must be accepted by the recipient before the end of FY 2025.

FMCSA may approve all or partial funding of a grant application. The NGA issued to the recipient will specify that the award is a grant and will include any special award terms and conditions, if applicable.

After the application review process, FMCSA may find it necessary 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 selected for funding, applicants may be required to submit a 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 FMCSA's grant management system (GrantSolutions, [www.grantsolutions.gov/www.grantsolutions.gov/](http://www.grantsolutions.gov/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.

Applicants will not receive any communication until all funding recommendations have been approved. FMCSA will send a letter to notify those who were not funded with suggestions for how applications can be improved for the next grant cycle. FMCSA does not have an appeals process for unsuccessful applications for discretionary grant funds.

## SECTION H – POST-AWARD REQUIREMENTS AND ADMINISTRATION

### 1 Administrative and National Policy Requirements

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

All coursework, including classroom and range time, and placement services that are being sought for reimbursement under this application must be completed prior to the period of performance end date. Proper planning is critical for fulfilling the grant objectives within the period of performance. FMCSA will not pro-rate costs.

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to UEI, SAM, and administrative capability, can be found in the Grants.gov application package under the “Related Documents” tab. Applicants are strongly encouraged to review all documents when preparing applications. Contact the POC listed in the overview of the funding notification if you have questions on these provisions.

#### **Critical Infrastructure Security, Cybersecurity, and Resilience**

It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against all hazards, including physical and cyber risks, consistent with National Security Memorandum (NSM-22) on Critical Infrastructure Security and Resilience, and the National Security Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems. Each applicant selected for Federal funding must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the project. Projects that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and project oversight, as determined by the Department and the Department of Homeland Security, will be required to do so before receiving funds.

#### **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), it is the policy of the executive branch to maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. The Department expects all applicants to comply with that requirement without needing a waiver.

However, to obtain a waiver, a recipient must be prepared to demonstrate how they will maximize the use of domestic goods, products, and materials in constructing their project.

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

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

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

### **Performance and Program Evaluation**

As a condition of grant award, grant recipients may be required to participate in an evaluation undertaken by DOT or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. DOT may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant recipients 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.” 5 U.S.C. § 311. Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

## 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 (SF-PPR) and quarterly financial status using the Federal Financial Report (SF-FFR, also known as the 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.

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

<https://www.grants.gov/forms>

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

## SECTION I – OTHER INFORMATION

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

FMCSA plans to conduct an informational web-based conference for all prospective applicants. During this conference, FMCSA staff will review NOFO requirements; share best practices and lessons learned; and answer questions from prospective applicants as allowed by Agency policy. Conference registration information will be posted to this NOFO on Grants.gov.

FMCSA is not obligated to make any award as a result of this announcement. Funding amounts made available under this program may be impacted by limitations placed on the spending authority and appropriations enacted for FMCSA. FMCSA is not responsible for any monies expended by the applicant outside the scope of the grant agreement and is not responsible for any monies expended prior to the award date on the grant agreement.

Issuance of the NOFO and any post-submission contact of prospective applicants do not constitute an award commitment on the part of FMCSA. FMCSA reserves the right to reduce or revise applicant budgets as necessary. Only FMCSA authorizing officials can obligate Federal government funds.

An application may be withdrawn at any time before a final funding decision is made regarding the application, and notifications will be sent as soon as practicable when awards are made. FMCSA retains application materials for a period of three years for unsuccessful applications.

As an applicant, your submission certifies that the statements made in the grant application are true and correct.

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

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

- [Appendix A](#): Application Package Requirements Checklist
- [Appendix B](#): Project Narrative Guidance
- [Appendix C](#): Accreditation and Certification

## APPENDIX A – APPLICATION PACKAGE REQUIREMENT CHECKLIST

Below are documents necessary to be considered as being responsive to this announcement. Applicants must also complete and sign any required legal certifications. The table below lists the document names, description, location, and submission information.

Document Name	Document Description and Location Information	Submit in:
Project plan	Project plan must include a: Brief Introduction; Problem Statement(s); Performance Objective; Activity Plan; Program evaluation; Organization Capacity and Monitoring Plan. <a href="#">Review Section D.</a>	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.	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. <a href="#">Review Section D.</a>	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. <a href="#">Review Section D.</a>	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 requests contacts that are <b><u>NOT</u></b> 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 available in the Grants.gov application package.	Grants.gov
Attachment Form	<p>Form used to submit supplemental attachments to support the grant application. Available in the Grants.gov application package.</p> <p><b>Documentation to show eligibility of accreditation by Department of Education, or for any non-accredited institution, documentation to show that the institution is approved by the DOL as eligible training providers and who accept WIOA grants and approved by the VA/SAA to accept VA benefits.</b></p> <p><b>Copy of published tuition rates for training program.</b></p> <p><b>Documentation to show applicant is an approved training provider.</b></p>	Grants.gov
Indirect Cost Rate Agreement	<b>Organization's signed current approved indirect cost rate from the cognizant Federal agency or letter of request to cognizant agency for rate establishment or adjustment. If claiming Indirect cost charges, the grant recipient must include an active approved Indirect Cost agreement with the application submitted for funding. Should the grant recipient fail to provide an approved agreement during the pre-award phase and a grant is awarded, the grant recipient will have 90 days from the date of award acceptance to provide a copy of the IDC agreement. If</b>	Grants.gov



	<p><b>we do not receive the required documentation within the allocated time frame, the grant recipient will not be reimbursed for Indirect charges for that fiscal year. Once an approved rate is provided to FMCSA, the grant recipient will then, be allowed to claim Indirect cost in the following fiscal year of the award.</b></p> <p><b><u><a href="#">2 CFR 200.414(c)</a></u></b></p>	
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## APPENDIX B – PROJECT NARRATIVE GUIDANCE

Insert Institution Name Here

# 1 Project Narrative

**NOTE: THIS TEMPLATE IS NOT INTENDED AS AN ALL-INCLUSIVE FORM BUT  
RATHER IS MEANT TO SERVE AS A GUIDE.  
CHECK THE NOTICE ABOVE TO ENSURE APPLICATION IS COMPLETE.**

## 1.1 Goal

To expand the number of individuals receiving commercial motor vehicle operator safety training in order to reduce the severity and number of crashes on U.S. roads involving commercial motor vehicles. Specifically, to recruit current and former members of the United States Armed Forces (including Guard members and Reservists) and their spouses (Qualified Students), provide them with superior safety- focused training, and provide placement services to assist them in becoming employed in the transportation industry.

## 1.2 Organizational Capacity

This section demonstrates that the Applicant has the expertise to successfully implement the stated strategies and attain stated goal(s). This section includes information related to the Applicant's training program, its ability to conduct recruitment and career placement, and its ability to successfully manage a Federal financial assistance award.

*Describe Your Organizational Capacity to Conduct the Proposed Program.*

***Insert Response Here***

## 1.3 Objective

Insert the requested information in the available column and any additional information that may support your application:

Description	Response
<b><u>Your institution's publicly advertised tuition cost</u> for the CMV operator safety training program you conduct. (Insert institution's tuition link for the public). (Attach a copy of latest published tuition rate with a breakdown of costs).</b>	\$
<b><u>Your tuition cost</u> for each student trained under this proposed program.</b>	\$
<b>Proposed number of <u>new qualified students</u></b>	
<b>Anticipated number of <u>students a) enrolled; b) graduated; and c) obtaining a CDL</u> (based on the expected number of students recruited and the historical graduation rate for this program)</b>	<b>a)</b>
	<b>b)</b>
	<b>c)</b>
<b>Anticipated number of <u>students employed</u> in the transportation industry after graduation (based on the expected number of students graduated and the historical placement rate for this program)</b>	

## 1.4 Work Plan

This section describes the various tasks and program activities the Applicant proposes to carry out using grant funds to accomplish the objectives and mitigate issues identified in the problem statement. The Work Plan must include a description of the site(s) where the work will be performed, the duration of each proposed task or activity, a list of required services, the number of personnel necessary to conduct the activities, and the entire time schedule for the effort. The level of detail should be concise and sufficient to support the project goal and justify the funding requested in the budget.

### Activity 1 – Recruiting Qualified Students

*Describe your proposed activities for recruiting Qualified Students for enrollment into your training program **and note whether your published tuition includes student recruitment.** (How many students will be recruited?)*

***Insert Response Here***

## **Activity 2 – Training Qualified Students**

*Describe your proposed activities to provide superior, safety-focused CMV training for Qualified Students. Focus on the specific components of your training program. Include any details about the program that make it unique and a synopsis of the performance of the program in previous years.*

*Include the amount of classroom, driving range, and on-the-road training included in your curriculum. Please include any endorsements the Qualified Students will qualify for after completing their CDL training. Are the endorsements included in the tuition base being requested? Are your costs broken out to show the costs by endorsement?*

*Describe your calculations for the projected number of students who will graduate by successfully completing course curriculum. Do you allow students who are having difficulties mastering a skill to take longer than the prescribed course curriculum? If so, describe that process and the average number of students who take that opportunity in order to pass/graduate from the course. Do most students complete the course within the time allotted? For those that don't, describe the steps taken. Do students end up graduating at a later time or retaking the course? Describe the process of tracking students who complete training and pass all required State driver licensing agency (SDLA) testing requirements and who obtain a CDL. Include the projected number of students who will obtain their CDL, and if known, how many times they will have to take the skills test in order to pass the test and obtain the CDL.*

***Insert Response Here***

## **Activity 3 – Providing Graduated Students with Job Placement Assistance**

*Describe your proposed activities to assist in placing the trained students into the transportation industry after graduation.*

***Insert Response Here***

## 1.5 Program Evaluation and Monitoring Plan

**Evaluation and Monitoring Plan:** This section explains how the Applicant will monitor program strategies to ensure they are being implemented as designed and are achieving desired results. Applicants should use the same program performance objectives established earlier in the application and describe how they plan to measure the effectiveness of each activity and strategy, such as using incremental benchmarks for a multi-phased strategy to determine whether targets/milestones were met. Applicants must provide the number students who obtain their CDL. Applicants should also identify process evaluation measures that describe how their organization will remain focused on implementing a quality program on time and within budget. Provide a timeline to indicate that all class, driving range, and placement services that are being sought for reimbursement will be concluded prior to the end of the period of performance.

### 1.5.1 Evaluation and Monitoring for Qualified Students

Project Quarter	Number of Qualified Students Recruited	Number of Qualified Students Enrolled	Number of Qualified Students who will Graduate	Number of Qualified Students who Obtained a CDL	Number of Qualified Students Placed in the Transportation Industry	Number of Qualified Students Retained in the Transportation Industry
Q4 – FFY 2025 – CMVOST						
Q1 – FFY 2026 – CMVOST						
Q2 – FFY 2026 – CMVOST						
Q3 – FFY 2026 – CMVOST						
Q4 – FFY 2026 – CMVOST						
Q1 – FFY 2027 – CMVOST						
Q2 – FFY 2027 – CMVOST						
Q3 – FFY 2027 – CMVOST						
Q4 – FFY 2027 –						

CMVOST						
<b>Total Award Period</b>						

	# of Qualified Students to be trained	Cost per Qualified Student,	Total Cost
<i>[Add additional lines, as necessary]</i>			
<p><i>Provide a narrative justifying the proposed "Other" costs provided in the budget guidance; typically, this cost category is used for student tuition; show the per student cost and the number of students to be trained (all associated costs elements in cost per student need to be defined; include any other costs that are <b>directly associated with advertising, recruiting, and providing employment placement assistance for Qualified Students, but are not already included in the categories above</b> or Indirect Cost Pool. You must itemize and justify ALL "Other" direct costs.</i></p>			

## 1.6 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 and objectives. A budget narrative is a narrative explanation of each budget component that supports the costs of the proposed work. The budget narrative 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.

The budget narrative should be clear, specific, detailed, and mathematically correct.

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:

- Describes your need for an expense;
- 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.

### What Costs are included in a Budget Narrative?

**Other:** Other costs are costs that do not fit within any of the other object class categories. Typical costs in this category include rent for buildings used to conduct occasional project activities, for leases, and for printing costs. The 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. The FMCSA also evaluates the costs to ensure that no unallowable costs, such as entertainment expenses or souvenirs, are included. Some helpful tips:

- A lease is considered an Other cost when you are not the prime on the contract, e.g., you are partnering with a different agency in your state or using a shared utility, facility or other services purchased through the state for one or more agencies. A lease is considered a contractual cost when you directly engage, and form a contract with, a vendor.
- Group Other object class costs whenever possible (e.g., space, rental, communication, printing, maintenance) in the budget and explain how they support the grant activities; include a description by cost of each expense classified as Other.
- Ensure that Other costs such as professional services, consultants, audit, postage, printing, facilities expenses and so forth are not already accounted for in either your indirect cost rate agreement or cost allocation plan.



**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. The 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. NOTE: the approved indirect cost rate for most schools excludes tuition, scholarship, or other direct student support such as housing or a transportation stipend from the base to which indirect costs can be applied.

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

To support the budgeted indirect costs, include the base to which the indirect cost rate was applied, the rate, and the total amount.

## APPENDIX C – ACCREDITATION AND CERTIFICATION

### Organizational Name

**Organizational Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### Accrediting Agency

**Accreditor Name:** \_\_\_\_\_

**Accredited Since:** \_\_\_\_\_

**Next Review Date:** \_\_\_\_\_

**Accreditation Website:** \_\_\_\_\_

☐ Attach proof of Department of Education accreditation supporting documentation.

### Non-Accredited Institutions

Is your institution approved by the U.S. DOL as an eligible provider? ☐ YES

Does your institution accept WIOA grants? ☐ YES

Is your institution approved by the SAAs and accepts VA benefit? Is the supporting documentation attached? ☐ YES

Is proof of WIOA certification supporting documentation attached? ☐ YES

### Entry-Level Driver Training Providers

Is your institution listed in the Training Provider Registry? ☐ YES