Notice of Funding Opportunity
Summary Information

Federal Agency Name:	U.S. Department of Transportation (US DOT) Federal Motor Carrier Safety Administration (FMCSA) Grants Management Office (GMO); MC-BG 1200 New Jersey Avenue SE West Building Washington, DC 20590
Funding Opportunity Title:	High Priority Program – Commercial Motor Vehicle (HP-CMV)
Announcement Type:	Initial
Funding Opportunity Number:	FM-MHP-19-001
Catalog of Federal Domestic Assistance (CFDA) Number:	20.237
Key Dates:	Application Due Date – April 16, 2019 5:00pm EST
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SECTION A - PROGRAM DESCRIPTION

1) Overview.

The U.S. Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA) announces the Fiscal Year (FY) 2019 High Priority-Commercial Motor Vehicle (HP-CMV) program Notice of Funding Opportunity (NOFO) to solicit applications from eligible entities to support the HP-CMV program activities.

The Fixing America's Surface Transportation (FAST) Act Pub. L. No. 114-94, §5101 authorized the FY 2019 HP-CMV program funding, and 49 U.S.C. §§ 31102(l) and 31104 and 49 C.F.R. part 350 govern the HP-CMV financial assistance program.

As the lead government agency responsible for the regulation and safety oversight of commercial motor vehicles (CMV), 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 enforcement projects that improve safety and compliance with FMCSA's regulations for projects that are national in scope, increase public awareness and education, demonstrate new technologies, and reduce the number/rate of CMV crashes.

These activities are supported in alignment with the U.S. Department of Transportation's strategic goals of:

- SAFETY: Reduce transportation-related fatalities and serious injuries across the transportation system.
- INFRASTRUCTURE: Invest in infrastructure to ensure safety, mobility and accessibility and to stimulate economic growth, productivity and competitiveness for American workers and businesses.
- INNOVATION: Lead in the development and deployment of innovative practices and technologies that improve the safety and performance of the Nation's transportation system.
- ACCOUNTABILITY: Serve the Nation with reduced regulatory burden and greater efficiency, effectiveness and accountability.

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

2) Project Type.

HP-CMV projects include the augmentation of projects funded by the Motor Carrier Safety Assistance Program (MCSAP), as well as projects related to Performance and Registration Information Systems Management (PRISM) and State Safety Data Quality (SSDQ).

Note: a project consists of one or more activities that work towards achieving a defined goal and objective(s). If an applicant chooses to propose multiple HP-CMV projects within a single application, each application must contain separate and distinct project narratives, budget narratives, line item budgets, and project subtitles for each subproject proposed in that application.

3) National Priorities Descriptions.

Below are descriptions of the programmatic activities listed in order of priority. Please note that additional information regarding cost eligibility may be found within the MCSAP Grant Comprehensive Policy (MCP). An electronic copy of the MCP may be found at: https://www.fmcsa.dot.gov/mission/grants/motor-carrier-safety-assistance-program-grant- comprehensive-policy

The HP-CMV grant program prioritizes projects that augment motor carrier safety initiatives, and enhance efforts proposed in the MCSAP agency's Commercial Vehicle Safety Plan (CVSP). The goal is to enable recipients to carry out projects that improve safety and compliance with FMCSA's regulations. Funding is also available for projects that are national in scope, increase public awareness and education, demonstrate new technologies and reduce the number of CMV crashes.

Please note that routine equipment and operational expenses should be supported under a State's or territory's MCSAP formula grant awarded to a MCSAP lead agency and generally will not be considered under the HP-CMV program. However, States and territories are eligible to request equipment and related expenses to supplement their MCSAP projects, if they can clearly demonstrate safety enforcement beyond their current MCSAP allocation.

Applicants should refer to the MCP for guidance on HP-CMV policies and eligible projects and costs.

a) Inspection Modernization Project at FMCSA Headquarters.

i) General.

The FMCSA will reserve up to $300,000 to allow one State employee to participate in a project at FMCSA's State Programs Division in Washington, DC. This project will improve the national CMV enforcement program by providing State perspectives to the implementation of FMCSA's Integrated Inspection Management System (IIMS) and related inspection modernization efforts. Thus, the purpose of this project is to directly benefit State and local CMV safety agencies and further the intent of the HP-CMV program.

Applications must ensure that the project is assigned to an individual with demonstrated knowledge, skills, and abilities necessary to successfully complete the related tasks and activities. Discussions with the individual

identified for this project within the grant application may be required prior to award.

The expectation for this project is that the individual will be detached from their responsibilities in their home State and will focus on the implementation of IIMS and related inspection modernization efforts.

The FMCSA will provide individuals with working space and necessary equipment/supplies (e.g., computer, office supplies) during the assignment.

The FMCSA will not directly pay for or reimburse the employee. The State agency of the employee must seek reimbursement from FMCSA for these expenses.

ii) Budget Under this Priority.

Applicants must include a budget which provides:

A) Lodging costs in the Washington, DC metropolitan area (e.g., a furnished 'corporate' apartment or extended stay provider).

Applicants should first review the long-term lodging options available through the General Services Administration (GSA) at www.gsa.gov/longtermlodging. Areas of focus should be the DC metropolitan area, Northern Virginia (Alexandria, Arlington, and Eastern Fairfax Counties) and South-East Maryland (Montgomery and Prince George's Counties).

If long-term lodging is not available, other lodging costs cannot exceed the FY 2019 General Services Administration's (GSA) highest daily lodging rate;

B) Meals and incidental expenses at the GSA daily per diem rate (See http://www.gsa.gov/portal/category/100120 for FY 2019 rates);

C) Proposed salary and fringe benefit costs of the employee; and

D) Other allowable expenses that the applicant reasonably estimates it will incur as a result of this opportunity. It should be noted that trips home are not an eligible expense.

iii) Cost Matching under this Priority.

The FMCSA will reimburse 100 percent of eligible expenses (no matching share required) under this priority.

iv) Period of Performance Under this Priority.

This project is expected to begin on or about October 1, 2019, and be completed by September 30, 2020.

b) Performance and Registration Information Systems Management (PRISM)

i) General.

HP CMV funding for PRISM projects is prioritized to deploy and maintain safety mechanisms that link FMCSA information systems with States' CMV registration information systems to identify and immobilize motor carriers with serious safety violations or that are prohibited from operating by FMCSA through the issuance of a Federal Out-of-Service (OOS) order, and hold them accountable through registration and law enforcement sanctions.

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

ii) Consideration for Funding.

The applications received for HP-CMV PRISM projects will be considered as follows:

A) Jurisdictions applying for HP CMV funds for PRISM projects that have never participated, or are partially participating in PRISM, and seek to achieve Full Participation or an FMCSA-approved alternative approach that provides an equivalent level of safety. Jurisdictions that have never participated, or are partially participating in PRISM, must have an approved PRISM Implementation Plan before receiving an award.

PRISM projects to achieve Full Participation must include, but are not limited to, any of the following requirements and related processes as outlined in Section 4.3.1 of the MCSAP Comprehensive Policy:

(1) Requirement 2, collect and validate the USDOT number and Tax Identification Number of the motor carrier responsible for safety before issuing new or renewing CMV registration(s) by checking them against the PRISM Census File or the Motor Carrier Management Information System (MCMIS).

(2) Requirement 3, check a motor carrier's safety status against the PRISM Target File or MCMIS before issuing new or renewing registrations, and deny registration(s) if the motor carrier responsible for safety is under any Federal OOS order or possesses an inactive or deactivate USDOT number due to the biennial update not being completed when required.

(3) Requirement 4, check the safety status of motor carriers registered in the State against the PRISM Target File or MCMIS and suspend or revoke the existing registration(s) if the motor carrier responsible for safety is under any Federal OOS order.

(4) Requirement 5, upload to the Safety and Fitness Electronic Records (SAFER) database the USDOT number of the motor carrier responsible for safety, vehicle identification number(s), license plate number(s) and dates of registration for vehicle(s) operated by a motor carrier that is under any Federal OOS order.

(5) Requirement 6, implement an automated process to capture the number of suspensions or revocations and registration denials to report to FMCSA as part of the required MCSAP quarterly performance reports.

B) Jurisdictions that are fully participating in PRISM that are applying for projects to achieve Enhanced Participation.

PRISM projects to achieve Enhanced Participation must include, but are not limited to, any of the following operational requirements and related processes:

(1) Requirements 8, 9 and 10, check every Vehicle Identification Number (VIN) against the PRISM data before issuing new or renewing registration to verify if the vehicle is registered or was previously registered to a motor carrier under a Federal OOS order. Implement a process to check if the new motor carrier responsible for the safety of the vehicle has matching information to the motor carrier under a Federal OOS order. Determine if both motor carriers are affiliated and if the new motor carrier responsible for safety of the vehicle is attempting to reincarnate to avoid FMCSA enforcement sanctions. Deny registration if a motor carrier registering a vehicle is affiliated with a motor carrier under a Federal OOS order or implement a process to notify the PRISMTechnicalSupport@dot.gov of a VIN removal request from the PRISM targeted data.

(2) Requirement 11, apply the 950-status code to vehicle registrations that are suspended due to a Federal OOS order and clear the 950-status

code when the registration is reinstated.

(3) Requirement 12, print and barcode the motor carrier information on a cab card if the motor carrier responsible for the safety of the vehicle is not expected to change during the registration year.

C) Jurisdictions that are at Enhanced Participation and are applying for projects to achieve Expanded PRISM to apply the PRISM requirements to non-International Registration Plan (IRP) CMV or vehicles weighted between 10,001 to 26,0001 lbs.

D) PRISM projects that enhance a jurisdiction's current level of participation to include, but not limited to the following.

(1) Implement PRISM Web Services into the registration process for real-time validation of carrier safety information.

(2) Implement a process to retrieve license plates for motor carriers under a Federal OOS order.

(3) 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 on record if it changes during the registration period.

E) Operations and Maintenance (O&M)

The FMCSA will consider applications for O&M costs associated with maintaining Full Participation in PRISM. Eligible projects that maintain systems or capabilities required as part of Full Participation as outlined in the MCSAP Comprehensive Policy (MCP) will be considered. The FMCSA will reimburse 85 percent of eligible and approved O&M costs for approved PRISM projects.

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.

An application from a MCSAP agency for PRISM O&M will only be considered for funding after other HP-CMV safety applications.

iii) Cost Matching under this Priority.

For FY 2019, FMCSA may award up to 100 percent for the approved total project costs for PRISM project(s) for jurisdictions that have never participated in PRISM and seek to achieve Full Participation or jurisdictions

that seek to achieve Full Participation, that are partially participating in PRISM. All other PRISM projects would be awarded at 85 percent of the approved total project cost.

For an explanation of Full Participation as mandated under the FAST Act, please visit https://www.fmcsa.dot.gov/mission/grants/motor-carrier-safety-assistance-program-grant-comprehensive-policy PRISM sections 2.6, 4.3.1 and 5.8.

For an overview of the PRISM program, please visit: https://www.fmcsa.dot.gov/information-systems/prism/performance-and-registration-information-systems-management-prism

For PRISM Registration Requirements, please visit: https://www.fmcsa.dot.gov/information-systems/prism/registration-requirements

c) State Safety Data Quality.

i) General.

The FMCSA's data-driven safety programs use State- reported data from crashes and inspections to prioritize resources for the greatest impact on large truck and bus safety. The FMCSA SSDQ program focuses on maintaining 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 in MCMIS. Each month, States receive overall State ratings of "good," "fair," or "poor" based on eight SSDQ performance measures and one indicator.

ii) Application Consideration Based on Entity.

The FMCSA will consider for funding the applications received for Safety Data Quality as follows:

A) Data projects that improve and expand CMV data collected on Police Crash Reports (PCRs) through increased implementation of the Model Minimum Uniform Crash Criteria (MMUCC). The National Highway Traffic Safety Administration (NHTSA) released the 5th edition MMUCC guidance in August 2017. This expands the information collected on CMVs in a new Large Vehicles and Hazardous Materials section. More information can be found at https://www.nhtsa.gov/about-mmucc.

B) Training projects for State and local law enforcement to improve the collection of CMV data on PCRs, or training attendance for SAFETYNET, crash data, and DataQs users

tentatively scheduled for August 2020 (location TBD).

C) Technology projects that automate the verification of driver, vehicle and motor carrier information in crash and/or inspection data. Such projects include, but are not limited to, enhanced VIN screening and data input/verification through NHTSA's Product Information Catalog and Vehicle Listing (vPIC) VIN decoder (https://vpic.nhtsa.dot.gov/), replacing crash location data with geocoded location data, or improving coordination between SAFETYNET and NHTSA's Fatality Analysis Recording System coders.

D) Innovative projects for resolving Requests for Data Review (RDRs) entered through DataQs to improve timeliness, consistency, and/or accountability. Innovative projects for improving the State's performance in the SSDQ results.

iii) SSDQ Results Information.

For projects seeking to improve SSDQ results, there are additional constraints and priorities depending on which agency is submitting the application:

A) For Non – MCSAP Lead Agencies.

Applications that contain projects that allow the State to complete the MCSAP requirements for safety data collection and participation in information reporting will be considered. In this context, complete the MCSAP requirements for participation means achieving an overall "good" rating in the SSDQ measures if the State does not have an overall good rating at the time of HP 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 achieving or improving upon a "good" rating in all SSDQ measures if the State has an overall "good" rating at the time of HP-CMV application. For State SSDQ ratings please visit: https://ai.fmcsa.dot.gov/DataQuality/.

Note: Non-MCSAP Lead agencies must confirm and document coordination in the application to include in the application which agency was contacted, date contact was made, and who was contacted.

B) For MCSAP Lead Agencies.

The FMCSA has determined that each State must achieve an overall "good" rating, as published in the SSDQ ratings map posted on FMCSA Analysis & Information website (https://ai.fmcsa.dot.gov/DataQuality/Default.aspx), to be considered compliant with the MCSAP eligibility requirement related to data quality in the State's most recent CVSP.

Applications that contain projects that will allow the State to exceed the MCSAP requirements for safety data collection and participation in information reporting. In this context, exceed the MCSAP requirements for participation means achieving or improving upon a "good" rating in all SSDQ measures if the State has an overall "good" rating. Projects may include, but are not limited to, the following:

(1) Activities that address SSDQ priorities above (see Application Consideration Based on Entity in this section);

(2) Development and implementation of policies and/or procedures directly related to the improvement of timeliness, accuracy and completeness of safety data;

(3) Establishing and maintaining a DataQs Review Council (see DataQs Analyst Guide - https://dataqs.fmcsa.dot.gov); or

(4) Implementation of procedures to ensure that at least 85 percent of RDRs are closed out within 14 days of receipt (not counting the time for the carrier and other Agencies to respond to questions).

iv) Cost Matching under this Priority.

The FMCSA will reimburse at 85 percent of eligible approved costs incurred under this priority.

d) Enforcement of Safe CMV Operation and Compliance with Safety Regulations.

These projects may include the following activities:

i) Targeting unsafe driving of CMVs and non-CMVs in areas identified as high-risk crash corridors.

A) General.

Funds are available for the administration of targeting unsafe driving of CMVs and non-CMVs in areas identified as high crash corridors.

In the application, the applicant must provide clear data (reports, maps, and/or analysis) that identifies these corridors (the specific highway and the mile markers involved; including analysis of the previous three year averages for these corridors). Based on emerging data trends, applicants may modify the specific corridors during the period of performance, but the application must identify the initial corridors; specify the specific enforcement strategies that the applicant will conduct to reduce the crash rate in these corridors. The applicant must explain how it will monitor and report on the results of these projects. The applicant must also indicate how it will evaluate the outcome and success of this enforcement project to demonstrate whether increased vehicle contacts, issuance of traffic citations, and traffic citation convictions and the impact this has on overall crash rates.

The applicant must clearly demonstrate how these projects will go beyond the traditional traffic enforcement projects included in their State's CVSP, and outline how they will report the number of contacts plus enforcement actions issued in their quarterly reports for the Division to upload in GOTHAM.

B) Cost Matching under this Priority.

The FMCSA will reimburse 85 percent of eligible approved costs incurred under this priority.

ii) Improvements for the Safe Transportation of Goods and Persons in Foreign Commerce.

A) General.

In the application, the applicant must provide statistical data or an articulable fact that demonstrates a safety problem related to CMVs transporting goods or persons in foreign commerce. Based on data, the specific corridors may be modified during

the period of performance, but the application must identify the initial corridors; specify strategies that the applicant will conduct to improve safe transportation of goods and persons within their State.

Priority consideration will be given to non-border States that can document the safety impact of CMVs engaged in international commerce within their jurisdiction.

In addition, if the applicant is a jurisdiction that borders a foreign country, they must demonstrate how these projects will go beyond the traditional enforcement projects required to maintain an adequate border enforcement program (as required for border funding per 49 USC § 31102) for the MCSAP lead agency.

B) Cost Matching under this Priority.

The FMCSA will reimburse 85 percent of eligible approved costs incurred in the administration of projects aimed at improving the safe transportation of goods and persons in foreign commerce.

iii) Improve CMV Safety and Compliance with CMV Safety Regulations.

A) General.

The applicant must demonstrate how these projects will go beyond the traditional enforcement projects included in their State's CVSP. Applicants must describe the type of project they plan to conduct including the number of personnel, the level of effort involved, how they will report the outputs and outcomes of the effort, and how the project will improve CMV safety and compliance. Project examples may include, but are not limited to:

(1) Motorcoach safety initiatives;

(2) Efforts to reduce distracted driving by CMV drivers and others operating around CMVs;

(3) CMV safety in work zones; especially in areas of congestion at the entrance to, and exit from, these areas; and

(4) Innovative efforts that have a demonstrable potential for

nationwide implementation.

B) Cost Matching under this Priority.

The FMCSA will reimburse 85 percent of eligible approved costs incurred for carrying out this priority.

e) Technologies to improve CMV safety.

i) General.

Funds are available for the demonstration of innovative methods for technologies to improve CMV safety enforcement. Applications must be supported by data justifying the need to identify, develop, maintain and/or implement new and/or existing technologies to improve CMV enforcement techniques. Examples include, but are not limited to, implementation of FMCSA's electronic logging device requirements and the purchase of License Plate/US DOT readers to augment enforcement efforts.

Applicants must include clear performance measurements to evaluate the outcome of the project(s), and include these statistics within their quarterly Performance Progress Report (SF-PPR) to FMCSA. Metrics must be relevant to the use of purchased technology within the project framework, and if applicable, identify the number of CMVs/carriers screened and/or contacted**.**

ii) Cost Matching under this Priority.

The FMCSA will reimburse 85 percent of eligible approved costs incurred in carrying out this priority.

f) CMV safety on Rural Roads.

i) General.

Rural road safety is a particular concern because a disproportionate share of highway fatalities occurs on rural roads. While 19 percent of the U.S. population lives in rural areas, rural road fatalities account for roughly 50 percent of all traffic fatalities. The fatality rate, as measured by fatalities per vehicle miles traveled, is 2.6 times higher in rural areas than in urban areas.

Funds are available for projects targeting the safe operation of CMVs and enforcement of Federal regulations in rural areas as defined in the Highway Functional Classification Guidelines on the Federal Highway Administration's (FHWA) Office of Planning, Environment, & Realty website at:

https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/section00.cfm

Please refer to Section 6 of the above linked document for definitions of urban versus rural areas.

States may also use their High Risk Rural Roads (HRRR) definition to identify focus areas under this activity. Please note that FMCSA may not reimburse for costs supported under an award through the FHWA or any other Federal entity. Information on HRRR may be found here: https://safety.fhwa.dot.gov/hsip/hrrr/

ii) Cost Matching under this Priority.

The FMCSA will reimburse 85 percent of eligible approved costs incurred in carrying out this priority.

g) Public Awareness and Education.

i) General.

Public Education and Awareness projects provide information on a variety of traffic safety issues related to CMVs and non-CMVs operating around large trucks and buses. Applicants must describe the type of projects they plan to conduct, including but not limited to passenger transportation, hazardous materials transportation, and share the road safely initiatives, including the number of personnel and the level of effort that will be part of this effort.

The FMCSA encourages Public Awareness and Education activities to be performed in conjunction with enforcement activities, which have been shown to be more effective than Public Awareness and Education conducted on its own.

ii) Cost Matching under this Priority.

The FMCSA will reimburse 85 percent of eligible approved costs incurred for carrying out this priority.

SECTION B – FEDERAL AWARD INFORMATION

1) Funding and Number of Awards.

The FMCSA anticipates making 60 awards totaling $23,340,000, subject to the availability of funds, as a result of applications in response to this Notice of Funding Opportunity. The FMCSA reserves the right to allocate additional funds for awards based on the volume and quality of applications. Awards under the HP-CMV program are subject to funding availability.

The FMCSA will limit Federal funding to a total amount of $2,000,000 per award, subject to the availability of appropriated funds.

2) Type of Award.

The planned award type(s) under this Notice will be issued as a grant or cooperative agreement. The FMCSA will determine the appropriate award type based on the proposed project.

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

3) Period of Performance.

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

4) Degree of Federal Involvement.

i) **Cooperative Agreement:** The FMCSA will outline the substantial involvement at the time of award in the Notice of Grant Agreement. (e.g., the degree to which FMCSA employees are directly performing or implementing parts of the award program).
The anticipated substantial involvement between FMCSA and the recipient are subject to 31 U.S.C. § 6305.

ii) **Grant:** Substantial involvement is not expected between FMCSA and the recipient when carrying out the activity outlined in the agreement. The FMCSA provides financial
assistance, technical expertise, and oversight. Grantees provide the effort and expertise necessary to carry out the approved activities to improve CMV safety. The FMCSA grantees are responsible for achieving the work described in their grant award, complying with the grant requirements laid out in the grant award's terms and conditions, the local administration of the grant, and monitoring and oversight of any sub-grantees and/or sub-contractors.

SECTION C – ELIGIBILITY INFORMATION.

1) Eligible Applicants. The following section includes the applicants eligible for award.

Different entities are eligible for different national priorities listed under Section A, and this is detailed below. This includes the eligibility of types of applicant organizations, any factors affecting the eligibility of the principal investigator or project director, and any criteria that make projects ineligible. Key elements to be addressed are:

i) The HP-CMV awards are available to States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the U.S. Virgin Islands, local governments (including county, city, township, and special district), and 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.

ii) Participation by Local Law Enforcement Agencies and Other Applicants

The FMCSA strongly encourages the participation of local law enforcement agencies, local governments, federally recognized Indian tribes, political jurisdictions and other eligible applicants in CMV safety projects either directly or in partnership with State enforcement officers. Any local law enforcement agency applying directly to FMCSA for HP-CMV funding **must** provide a statement within the application certifying the applicant meets the nine conditions below from 49 C.F.R. § 350.203.

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

a) The application was prepared in accordance with 49 C.F.R. §350.213, as applicable.

b) The application was coordinated with the State's lead MCSAP agency to ensure the application is consistent with State and national CMV safety project priorities.

c) Certify that their local jurisdiction has the legal authority, resources, and trained and qualified personnel necessary to perform the functions specified in the application.

d) A designated person will be responsible for implementation, reporting, and administering the approved application and will be the primary contact for the project.

e) Agree to fund up to 15 percent of the proposed request (unless otherwise

stipulated in the Federal award).

f) Agree to prepare and submit all reports required with the application or other conditions of the award.

g) Agree to use the forms and reporting criteria required by the State's lead MCSAP agency and/or FMCSA to record work activities to be performed under the application.

h) Certify that the local agency will impose sanctions for violations of CMV and driver laws and regulations that are consistent with those of the State.

i) Certify participation in national data bases appropriate to the project.

2) Cost-Sharing and Matching Requirements.

The FMCSA will reimburse eligible approved costs incurred in the administration of an approved project plan, except as otherwise noted within this Notice of Funding Opportunity, which will require the award recipient to include the matching or cost-sharing contribution as identified within the specific National Priorities in Section A.

Applicants are reminded that FMCSA has identified certain items as reimbursable at 100 percent (requiring no matching funds) and others at the level of 85 percent (requiring a 15 percent match on the part of the awardee) in Section A (3) under National Priorities. As such, applicants should pay close attention to matching requirements when completing their HP-CMV proposals.

Cash, in-kind and third-party contributions are acceptable in meeting the matching share if they represent necessary, reasonable, allowable and allocable costs as established by 2 C.F.R. part 200 and FMCSA policy.

SECTION D - APPLICATION AND SUBMISSION INFORMATION.

1) Address.

The applicants must complete and submit all forms included in this Notice at www.grants.gov.

When completing the Application for Federal Assistance SF-424 form, applicants must indicate the application type is "HP-CMV" in box 15, "Descriptive Title of Applicant's Project."

Each application must contain separate and distinct project and budget narratives, and line item budget and project subtitles for each subproject proposed within the application.

2) Content and Form of Application Submission.

The application must follow the format and limitation stated below:

- Application must be prepared on 8 1/2 x 11-inch paper.
- Margins (Top, Bottom, Right and Left) no smaller the 1" (Header and Footer are allowed in the margins) on all pages.
- Time New Romans 12pt. font must be used for all text, including tables and graphs.
- Application must be submitted in a format readable by Microsoft (MS) Word, Excel , or in text searchable PDF formats (as applicable).
- The application narrative is limited to 40 total pages. FMCSA will not read or consider any materials beyond the specified page limit in the application review process. NOTE: The 40-page total limit will apply to this section only. Submission of documentation and forms described in Appendix A will not count against the application page limit.

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

i) Brief Introduction. 5-page maximum

Include 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 outputs the application proposes to achieve. For each goal identified, the applicant must provide a problem statement, performance objective, program activity plan, and performance measurement plan.

ii) Problem Statement. 5-page maximum

A quantitative description of the identified problem. Include details on the data used to identify the problem and to establish the baseline (include data source, date, and explain how the applicant collects, maintains, and analyzes the data). Data should support proposed project(s).

iii) Performance Objective. 5-page maximum

A description of the applicant's quantifiable goal(s) related to the above problem statement. This can be measured in numbers, percentages, or other forms that accurately measure the outputs and outcomes the applicant anticipates will result from implementing the strategies and activities proposed.

iv) Program Activity Plan. 5-page maximum

A description of the activities the applicant believes will help mitigate the problem. Description should include details such as number and frequency of activities.

v) Performance Measurement Plan. 5-page maximum

A description of how the applicant will measure progress towards the performance objective goal, such as quantifiable and measurable outputs (hours, carrier contacts, inspections, etc.) and in terms of performance outcomes. The measure must include specific benchmarks that can be reported on in the quarterly progress report, if practicable, or as annual outcomes.

vi) Monitoring and Reporting Plan. 5-page maximum

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.

vii) Budget Narrative. 5-page maximum

A budget narrative is a description, by budget category (object class), that details the costs necessary to complete the proposed projects. A well-written budget narrative ensures that the applicant has properly documented proposed costs. The level of detail must be sufficient to justify the funding requested. Applicants are strongly encouraging to use the sample budget narrative format included in Appendix B.

All costs in the budget narrative, SF-424 and SF-424-A must to be rounded to the nearest whole dollar amount.

viii) Monitoring and Reporting Plan. 5-page maximum

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.

3) SAM.Gov requirement.

The applicant must:

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

2) Provide a valid Data Universal Numbering System (DUNS) number on the SF-424. If you do not have a DUNS number you can get one free through the D&B website: https://fedgov.dnbd.com/webform/displayHomePage.do .

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 the Federal awarding agency is ready to make a Federal award, the Federal awarding agency 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.

i) Deadline.

FULL AND COMPLETE APPLICATIONS FOR High Priority Program Financial Assistance ARE DUE ON April 16, **2019** 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) confirms application receipt by the Grants.gov system; and 2) indicates 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.

ii) Consideration of Applications.

Only applicants who comply with all submission deadlines described in this notice and electronically submit valid applications through Grants.gov will be

eligible for consideration of award. Applicants are strongly encouraged to make submissions well in advance of the deadline.

iii) Late Applications.

The 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.

The High Priority Program and this funding opportunity are subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." The States with a Single Point of Contact (SPOC) and therefore a requirement to comply with E.O. 12372 are listed in the Office of Management and Budget's Web site. www.whitehouse.gov/omb/grants/spoc.html.

6) Funding Restrictions.

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

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

i) 2 C.F.R. part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and

ii) The FMCSA's MCP, as revised in March 2018 (available from FMCSA's Division Offices) and on the FMCSA MCSAP Website at: www.fmcsa.dot.gov/grants/mcsap-basic-incentive-grant/motor-carrier-safety-assistance-program-mcsap-basic-and-incentive.

In accordance with the provisions of 49 C.F.R. § 350.311 and the Federal Uniform Administrative Requirements Cost Principles, additional guidance on eligible expenses under MCSAP is included in the MCP. The eligibility of all expenditures is subject to review by the FMCSA.

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

The FMCSA will not approve reimbursement requests for indirect costs if an approved indirect cost rate agreement was not in place for the period of time the indirect cost expenses were incurred.

All FMCSA grant programs are cost reimbursable, which means that grant recipients must first expend their own money before submitting a request for reimbursement to FMCSA for approved 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: http://www.dot.gov/cfo/delphi- einvoicing-system.

7) Other Submission Requirements.

Applications must only be submitted electronically via https://www.grants.gov as described above in this section. In the event of system problems or technical difficulties with the application submittal, please call Grants.gov at 1-800-518-4726 or e-mail support@grants.gov 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) in order to respond to the registration emails.

iii) Establish an Authorized Organization Representative (AOR); more than one AOR can be established.

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

SECTION E - APPLICATION REVIEW INFORMATION.

1) Initial Intake Review - Eligibility Criteria.

All applications received by the due date will undergo an initial intake review to determine if the application is eligible for a Merit Evaluation Review. The eligibility criteria are listed below.

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. 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?

Applications that meet the eligibility criteria are then reviewed and subject to a Merit Evaluation Review process where each complete application is evaluated by multiple organizations within FMCSA including: a technical review panel (TRP), grant specialists, program officers, and FMCSA staff responsible for day-to-day grant management oversight. The reviewers also consider the budget, program specific aspects, past performance, and Department of Transportation objectives in determining the application's ratings.

2) Review and Selection Process.

i) Merit Evaluation Review.

The Merit Evaluation Review consists of the following areas: 1) Technical Merit, 2) Budget Review/Cost Analysis, 3) Program-Specific Aspects, and 4) Past Performance.

1) Technical Merit.

This review provides an independent assessment of the technical/programmatic merit of an application. At least three qualified individuals are selected to review each application to ensure diversity of perspective and knowledge. The TRP individuals are selected based on their technical education and experience and the extent to which the individual has engaged in relevant work, the capacities in which the individual has done so, and the quality of such work.

Panel will consider the extent to which the applications, including projects that:

a) 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 goals of the program;

b) Include components that address specific program priorities;

c) Include proposed methodology that meets the stated objectives of the NOFO;

d) Propose work that identifies and/or makes progress on new/existing concepts;

e) Propose work that is based on sound principles to gauge performance and project success.

f) Include staffing resource allocation sufficient to achieve the program objectives;

g) Demonstrate that the approach will ensure enforcement activities or other activities in areas likely to generate the maximum effectiveness of CMV enforcement;

h) Provide justification for adequacy and feasibility of the approach to achieving the NOFO's stated objectives;

i) Demonstrate appropriateness, rationale, and completeness of the proposed statement of project objectives;

j) Include clearly-identified performance goals and measurements (such as percentages of enforcement on motorcoaches, traffic enforcement contact projections, etc.);

k) Are written in a manner that would allow FMCSA to monitor performance based on FMCSA reporting requirements;

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

m) Have a geographical or national scope that the project will affect;

n) Support the HP Program's goal of making targeted investments to promote safe CMV transportation and to invest in projects likely to generate the maximum reduction in the severity and number of crashes involving CMVs. The FMCSA will apply this concept in considering applications for all enforcement projects;

o) Represent a diversity of technical approaches or methods;

p) Include efforts that are complementary and/or duplicative, which, when taken together, will best achieve the goals and objectives; and

q) Provide different kinds and sizes of organizations to provide a balanced programmatic effort and a variety of different technical perspectives.

2) Budget Review/Cost Analysis.

This review provides an assessment of: 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.

The budget evaluation helps identify project-related risks which must be considered prior to recommendation, in addition to those risks arising from technical uncertainty.

The reviewers will evaluate HP-CMV 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 Office of Management and Budget 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 its use, and not duplicative to the other budget line items;

d) The appropriate match is documented, as applicable;

e) All equipment, training, and travel components are clearly linked to the project goal and are necessary to adequately compensate, equip, train, and enable personnel to conduct the activities included in the project plan;

f) A 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;

g) Any applicant included comments, which FMCSA will review, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R.§ 200.205 Federal awarding agency review of risk posed by applicants; and

h) An evaluation of the applicant's Single Audit in accordance with the Single Audit Act. The 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.

3) Program Specific Aspects.

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

Consideration will be given to applications which establish financial performance goals receiving FMCSA financial assistance funds, particularly the percentage of funds expended on a quarterly basis.

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

4) Past Performance.

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.

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

a) The applicant used Generally Accepted Accounting Principles as a guide to review prior personnel and budgetary practices, and past performance to judge if the proposed expenditures are reasonable and necessary to conduct the proposed projects and if costs are allowable under applicable Federal regulations; and

b) The applicant successfully performs and manages current project tasks (e.g., within budget and on schedule).

c) There are any issues or findings from monitoring activities (e.g., audit, program or process reviews) where

the applicant violated the grant terms and conditions;

d) The applicant's previous performance and financial reports were submitted late, incomplete or incorrectly; and/or has the applicant consistently requested additional time to complete the reports.

ii) Other Review Information.

After applying the above preferences, FMCSA will take into account the following key Departmental objectives.

1) Supporting economic vitality at the national and regional level;

2) Utilizing alternative funding sources and innovative financing models to attract non-Federal sources of infrastructure investment;

3) Accounting for the life-cycle costs of the project to promote the state of good repair;

4) Using innovative approaches to improve safety and expedite project delivery; and,

5) Holding grant recipients accountable for their performance and achieving specific, measurable outcomes identified by grant applicants.

iii) Ratings.

Following the Merit Evaluation Review and review of other information, applications are then prioritized using the ratings shown below based on the applicable criteria to the application.

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

2) **Responsive:** Applicant fully addresses all aspects of the criterion and demonstrates the likelihood of meeting the Government's expectations and requirements, but may include a few weaknesses.

3) **Somewhat Responsive:** Applicant addresses most aspects of the criterion and demonstrates the ability to meet the Government's performance requirements but contains significant weaknesses and/or a number of minor 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.

4) **Not Responsive:** Applicant does not sufficiently address the criterion and the information presented indicates a strong likelihood of failure to meet the Government's requirements.

iv) Selection Process.

After the evaluation process, FMCSA will select projects for funding applying the selection criteria noted above and the ratings assigned to the applications.

3) Additional Information.

Prior to award, each selected applicant will be subject to a risk assessment, as required by 2 C.F.R. § 200.205. Depending on the level and severity of the Agency'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. The 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 debarment and suspension review that includes a check against the records in SAM (currently the Federal Awardee Performance and Integrity Information System).

ii) 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;

iii) The 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 C.F.R.§ 200.205 Federal awarding agency review of risk posed by applicants; and

iv) An evaluation of the applicant's Single Audit in accordance with the Single Audit Act. The 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.

F. FEDERAL AWARD ADMINISTRATION INFORMATION.

1) Federal Award Notices.

Following the evaluation outlined in Section E, the Notice of Grant Agreement (NGA), signed by the FMCSA Grant Officer, is the authorizing financial assistance document, and will be sent through GrantSolutions. It must be accepted by the recipient before the end of FY 2019. The FMCSA may approve all or partial funding of a grant application. The NGA issued to the recipient will specify whether the award is a grant or a cooperative agreement and will include any special award terms and conditions, if applicable.

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

Acceptance of the award constitutes the grantee'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. The 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. The FMCSA does not have an appeals process for unsuccessful applications for discretionary grant funds.

2) 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 and FMCSA statutes and regulations.

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

3) Reporting.

The grant/cooperative agreement terms and conditions outline the reporting requirements that the recipient must meet after award. Reporting responsibilities include quarterly program performance reports using the Performance Progress Report (SF-PPR) and quarterly financial status using the Federal Financial Report (FFR, also known as the SF-425). Recipients may elect to submit financial reports electronically through GrantSolutions and/or by email; contact the points of contact listed in the overview of the funding notification for additional information. Recipients should submit quarterly performance reports via email. Additional quarterly report information and other required forms and templates are available at http://www.fmcsa.dot.gov/mission/grants/grantee-resources.

If the Federal share of currently active Federal awards includes more than $10,000,000 for any period of time during the period of performance, financial assistance recipients must comply with the post award reporting requirements reflected in Appendix XII of 2 C.F.R. part 200.

G. FEDERAL AWARDING AGENCY CONTACTS

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

Telephone: (202) 366-0621 (Grant 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 a.m. to 5 p.m., Eastern Time, Monday through Friday, except Federal holidays.

H. 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

The FMCSA normally holds annual conferences for each grant program so please check the FMCSA's website for updates: www.fmcsa.dot.gov.

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: Project Narrative Guidance**

APPENDIX A: Application Package Requirement Checklist

Below are the documents necessary to be considered as being responsive to this announcement. The table below lists the document names, description, location, and submission information.

	Document Name	Document Description and Location Information	Submit in:
	Brief Introduction	Include a description of the goal(s) of the application and the applicable program priority(s) met by the application's projects.	Grants.gov
	Problem Statement	A quantitative description of the identified problem. Include details on the data used to identify the problem and to establish the baseline.	Grants.gov
	Performance Objective	A description of the applicant's quantifiable goal related to the above problem statement.	Grants.gov
	Program Activity Plan	A description of the activities the applicant believes will help mitigate the problem.	Grants.gov
	Performance Measurement Plan	A description of how the applicant will measure progress towards the performance objective goal, such as quantifiable and measurable outputs.	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.	Grants.gov

	SF-424A Budget Information for Non-Construction Programs	Required standard budget form for requests for Federal assistance. Available in the Grants.gov application package.	Grants.gov
	SF-424B Assurances for Non-Construction Programs	Standard assurances form associated with accepting Federal assistance funds. This document indicates that the organization is in substantial compliance with various programs, regulations, and Federal laws for a non-construction program. Available in the Grants.gov application package.	Grants.gov
	Grants.gov Lobbying Form	Required form that allows organizations to indicate that they do not engage in lobbying activities. Available in the Grants.gov application package.	Grants.gov
	SF-LLL Disclosure of Lobbying Activities (if applicable)	Standard form to report their lobbying activities if applicable. Available in the Grants.gov application package.	Grants.gov
	Key Contacts Form	Required form requests contact information for: 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 (Grants Manager). NOTE: If more than one individual is designated in the same role, one individual must be identified as primary. Available in the Grants.gov application package.	Grants.gov
	Attachment Form	Form used to submit supplemental attachments to support the grant application. Available in the Grants.gov application package.	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.	Grants.gov

APPENDIX B: Project Narrative Guidance

Application packages are limited to 40 total pages. Submission of all required SF-forms, Key Contact, Attachment Forms, and Indirect Cost Agreements do not count against the page limitation. Organizations must include a description of the goal(s) of the application and the applicable program priority(ies) met by the application's projects and specific information about the outputs the application proposes to achieve. For each goal identified, the organization must provide a problem statement, performance objective, program activity plan, and performance measurement plan.

<table>
<tr><th colspan="2">Sample Problem Statement</th></tr>
<tr><td colspan="2">Definition
Description of the identified problem. Please include relevant details to identify the problem and to establish the baseline (include data source and how the State collects, maintains, and analyzes the data).</td></tr>
<tr><th>Sample #1</th><th>Sample #2</th></tr>
<tr><td>The organization has identified five corridors of highway that alone account for 38.4% of all CMV-related fatalities in the State. State traffic records indicate that speeding, following too closely, and improper lane change account for 84% of the crash causation factors along these corridors.</td><td>The organization has identified hours of service related issues as the single most often cited violation in both carrier investigations and during roadside inspections. The State suspects that driver fatigue, as evidenced by improper adherence to hours of service regulations, accounts for 25% of the crashes in the State.</td></tr>
<tr><td colspan="2">Evaluation Criteria
The FMCSA will consider the extent to which the organization has used available data to identify the cause of CMV crashes.</td></tr>
</table>

Sample Performance Objective	
Definition Description of the goal related to the problem statement. This can be measured in the number or percentage reduction of crashes, fatalities, injuries, and/or specified incidents) that will result by implementing specific strategies and activities.	
Sample #1	**Sample #2**
The State will conduct enforcement activities along the five identified corridors of highway using our most current data with the goal of reducing the crash rate along each by greater than 10% during the activity period.	The State will reduce the number of hours of service violations found in roadside inspections and during carrier investigations for domiciled carriers by 30% during the activity period.
Evaluation Criteria The FMCSA will consider the extent to which the State lead agency describes sound program goals and objectives that are specific, measurable, and can likely be achieved during the grant period of performance. The FMCSA will also consider the extent to which the State lead agency thoroughly explains why it selected the project goals and objectives to address the need(s) established in the Problem Statement.	

Sample Program Activity Plan	
Definition Description of the activities the organization believes will help mitigate the problem. This section should only be a high-level description – detailed activities will be described later.	
Sample #1	**Sample #2**
The organization will conduct high visibility traffic enforcement along the five identified corridors of highway during the activity period. The organization will conduct at least five enforcement blitzes each month and will ensure that it increases the number of officers assigned to each corridor from X to Y during each of the four-day periods. (See Driver/Vehicle inspection section for further information.)	The organization will focus on conducting at least 40% of its total number of inspections as Level III. Further, the organization will provide additional training to officers to detect hours of service violations. Finally, the organization will engage in 12 free hours of service safety talks to motor carrier associations around the State during the performance period. (See respective sections for further information, i.e., Outreach and Education.)
Evaluation Criteria The FMCSA will consider the extent to which the organization describes tasks, activities, and timelines to achieve the project goals.	

Sample Performance Measurement Plan	
Definition Description of how the organization will measure progress towards the performance objective goal, such as quantifiable and measurable outputs (hours, carrier contacts, inspections, etc.) and in terms of performance outcomes. The measure must include specific benchmarks that can be reported on in the quarterly progress report if practicable (if quarterly reporting is not practicable, explain how the annual outcome will be reported).	
Sample #1	**Sample #2**
The organization, using its own crash data, will record the number of officer enforcement hours, stops made, citations issued, violation code of citations issued, and crashes reported along each corridor at the end of each quarter. Using this information, the organization will adjust the officers assigned to future blitzes and provide each officer assigned with a specific focus area for enforcement. The organization expects that number of crashes in each corridor will be 10% lower than the comparable period in 2014.	The organization will evaluate the various levels of inspections each quarter to ensure that officers focus on Level III to meet the program-wide goal of at least 33% of all inspections. Further, the organization will evaluate the violation types cited on inspections and carrier investigations for domiciled carriers to monitor the percentage of hours of service violations. Based on this, the organization may shift resources to conduct additional safety talks or inspections.
Evaluation Criteria The FMCSA will consider the extent to which the organization thoroughly outlines how it will monitor the effective implementation of the strategies and document the project outcomes.	

What is a Budget Narrative?

The budget narrative explains the "what, "how" and "why" of a line item cost to carry out grant project goals and objectives. A budget narrative is a narrative explanation of each budget component which supports the costs of the proposed work. The budget narrative should focus on how each budget item is required to achieve the proposed project goals and objectives. It should also justify how budget costs were calculated.

The budget narrative should be clear, specific, detailed, and mathematically correct. The FMCSA reviews the budget narrative to confirm if 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 funding and assess financial performance over the life of the project. The budget narrative serves a number of critical functions:

- Describes your need for or necessity of an expense;
- Documents how reasonable the request is, conveys your judgment as well as the feasibility of the project in context of available and proposed resources.
- Helps FMCSA review high-risk cost items to determine funding.

Use this budget narrative guidance to help develop your budget. Note that each budget narrative must include a break-out of the Federal (XX%) and organization (XX%) matching share. The FMCSA evaluates costs based on the total project cost (Federal + organization). The break-out is provided for organization planning and tracking purposes.

What Types of Costs are in a Budget Narrative?

Personnel: Personnel costs are employee salaries working directly on a grant project. Only include costs for personnel employed by your organization. Costs should be consistent with what was paid for similar types of work within the organization. Individuals not employed by your organization will be classified as either a sub grantee or contractor. See the contractual object class section for additional information.

Sample Personnel Budget Narrative

Salary Information

Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Cost	85% Federal Share	15% State Match
Supervisor	1	100	2080	$28	$58,240	$49,504	$8,736
Trooper (part-time)	1	50	1040	$19	$19,760	$16,796	$2,964
Troopers	10	100	2080	$19	$395,200	$335,920	$59,280
Sub-Total Salary					***$473,200***	***$402,220***	***$70,980***

The Supervisor manages activities of the project. She/he spends 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. Troopers conduct roadside inspections to fulfill reporting requirements.

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 provided that the benefits are reasonable and are required by law, a non-Federal entity-employee agreement, or written policy of the non-Federal entity. The FMCSA will only reimburse fringe costs for personnel and only for the percentage of time they devote to the project. Some helpful tips:

- Explain how the fringe benefit amount is calculated (e.g., actual fringe benefits, rate

approved by the Health and Human Services State-Wide Cost Allocation Plan or cognizant agency).

- Explain what is included in the benefit package. Do not combine the fringe benefit costs with direct salaries and wages in the personnel category.

  Below is a sample fringe budget narrative

Sample Fringe Benefits Budget Narrative

Position(s)	Rate	Base Amount	Total Cost	85% Federal Share	15% State Match
1 Trooper	16.72	100	$6,608	$5,616.80	$991.20
10 Troopers (Part-Time)	16.72	50	$33,040	$28,084	$4,956
Sub-Total Fringe Benefits			***$39,648***	***$33,700.80***	***$5,947.20***

Fringe benefits include cost of health insurance, retirement, workers' compensation and unemployment benefit plans. It is calculated at the average rate of 16.72 as recognized by the cognizant agency. This rate is applied to the average hourly rate of $19 per trooper, with a projected annual hour worked at 2,080 hours. The 10 part-time troopers average 50% per Trooper working on the program or an average of 1,040 hours.

Travel: Travel costs include field work activities or for travel to professional meetings. The FMCSA reviews the travel budget to ensure that amounts are reasonable based on the level of effort described in the project plan. Generally speaking, FMCSA will accept in-State travel costs for routine operations as reasonable unless there is a specific reason to question them. The FMCSA evaluates out-of-state 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 purpose. Some helpful tips:

- Include estimates for unforeseen travel such as possible FMCSA required meetings, with estimated costs of attendance.

- Explain the reason for travel expenses for project personnel (e.g., staff training, field interviews, advisory group meeting, etc.) and, if known, identify the location/destination of travel.

- Do not include payroll, fringe, or other costs listed as part of the travel. For example, payroll/fringe is included in personnel and fuel costs are included

in other.

Below is a sample travel budget narrative.

Sample Travel Cost Budget Narrative					
Purpose	**# of Staff**	**Days**	**Total Cost**	**85% Federal Share**	**15% State Match**
Statewide Travel - Inspections	15		$300,000	$255,000	$45,000
Certification Training	15		$27,000	$22,950	$4,050
FMCSA Conference	10		$18,000	$15,300	$2,700
Sub-Total Travel			***$345,000***	***$293,250***	***$51,750***
The history of this agency is that we plan to utilize 15 officers to complete 1500 inspections which will occur throughout the State. It has been found that the average costs are about $200/inspection. This includes the per diem, hotel, vehicle mileage, and related travel cost. Certification Training is expected to be conducted during the year. 15 staff members will be attending certification training. Our experience has shown that the average cost for this training, which includes, airfare, per diem, hotel, taxi, and related expenses has come to $1,800 per employee. It is expected that FMCSA will be holding an annual national conference but its location and related costs cannot be determined at this time. We are budgeting based on last year's average cost at $1,800 per employee.					

Equipment: Equipment is tangible personal property with a useful life of more than one year and a unit acquisition cost of the lesser of the capitalization threshold established by the non-Federal entity or $5,000. The FMCSA evaluates the need for the equipment (e.g., ratio of employees to equipment) in the budget narrative and how it supports project activities. The FMCSA also evaluates the extent to which the equipment is being used to support more than one cost objective. If it does, FMCSA reviews the cost to ensure the expenses have been properly allocated. Additionally, FMCSA reviews past performance information to determine if the same equipment for the project/program was purchased in previous years. Some helpful tips:

- Indicate in the narrative if your equipment threshold is below $5,000 so FMCSA understands why lower costs items are included in this line. Otherwise, expenses under the threshold of $5,000 per item belong in supplies or other, depending on the item.

- Explain the purpose and use of each item of equipment. If the equipment will be used for more than one FMCSA grant project, prorate the costs.

- Common purchases like a computer system (when purchased as a package -

keyboard, monitor and hard drive, etc.) are considered equipment if the total cost exceeds the threshold. If these same items are purchased individually (and not as a package) and each unit is below the threshold, list them under supplies.

When developing your budget analyze the cost benefits of purchasing versus leasing equipment, particularly high-cost items and those subject to rapid technical advances. List rented or leased equipment costs in the contractual or the other object class depending upon your procurement method. See the guidance under the other object class for additional information.

Sample Equipment Cost Budget Narrative					
Item Name	**# of Items**	**Cost per Item**	**Total Cost**	**85% Federal Share**	**15% State Match**
Vehicles	12	$36,000	**$432,000**	$367,200	$64,800
Sub-Total Equipment			***$432,000***	***$367,200***	***$64,800***
The State requests 12 new vehicles to complete motor carrier safety inspections that will replace vehicles that have reached their useful life expectancy by the State's vehicle replacement policy. These vehicles will only be used for grant eligible purposes and are needed to fulfill activities proposed in the application. The cost for purchasing a vehicle is based on the State's current procurement contract.					

Supplies: Supplies are tangible personal property other than equipment. The FMCSA evaluates supplies costs to ensure a sufficient level of detail that would allow an informed reader to understand the standard office supplies are reasonable. For example, an applicant does not need to provide details on the number of paper clips that it will purchase. However, the 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:

- Indicate the approximate expenditure of the unit (e.g., office supplies cost $XX per month).
- Include a quantity and unit cost for larger cost supply items such as computers and printers.

Sample Supplies Cost Budget Narrative						
Item Name	**# of Units/Items**	**Unit of Measurement**	**Cost per Unit**	**Total Cost**	**85% Federal Share**	**15% State Match**
General Office Supplies	12	Month	$39	$468	$397.80	$70.20
Mobile Printers	7	Item	$250	$1,750	$1,487.50	$262.50
Laptop Computers	12	Item	$2,000	$24,000	$20,400	$3,600
Sub-Total Supplies				***$26,218***	***$22,285.30***	***$3,932.70***
General office supplies are required for 26 officers in the program. 10 part-time troopers require new laptop computers and five full-time officers require new mobile printers to complete this grant's activities. These officers conduct roadside inspections to fulfill reporting requirements. The extra mobile printers and laptops are requested for replacement purposes.						

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

The 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/sub-grantee, if known. If not, indicate that the selection is pending and an estimated timeframe when the vendor/sub-grantee will be selected. In the application, the most important component of the contractual budget narrative is the purpose of the contract/sub grant and how the cost was estimated/derived.

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

For example, contractual costs could include training, maintenance contracts, or other

service contracts except those which belong in different object classes such as equipment or supplies (depending upon your organization's policy). The term "procurement" is used to identify the process of acquiring goods and services from sources outside of the grantee organization. When procuring goods and services under a Federal award, an organization must follow the same policies and procedures it uses for procurements for its non-Federal funds. Non-competitive procurements should only be used in limited circumstances and should be a last resort.

Guidance for Subgrant Costs: A sub grant is an award provided by the grantee (also known as a pass-through entity or prime recipient) to a sub-grantee. A sub-grantee has its performance measured in relation to whether objectives of a Federal program were met; has responsibility 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 sub grant 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-grantees obtain and maintain a Data Universal Numbering System (DUNS) number and continue to maintain an active System for Award Management registration at all times during an active Federal award.

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-grantee organization.

Below is a sample contractual budget narrative for contractor costs.

Sample Contractual Cost Budget Narrative			
Description of Services	**Total Cost**	**85% Federal Share**	**15% State Match**
Contract services for crash timeliness	$200,000	$170,000	$30,000
Sub-Total Contractual	***$200,000***	***$170,000***	***$30,000***
Contract services for crash timeliness include an assessment of the timeliness and quality of our data systems and the contractor oversees the development of plans to implement improvements to the system that support the State's highway safety programs. The contractor will conduct analyses of crash, ticket, and inspection data used in the planning and development of the CVSP, evaluating program and legislative initiatives, and monitoring the performance of the program.			

Other: Other costs are costs that do not fit within any of the other object class categories. Typical costs in this category include rent for buildings used to conduct project activities, utilities, and printing costs. The FMCSA reviews other costs to determine whether these costs are consistent with the proposed work plan and are necessary to complete the approved work plan. The FMCSA also evaluates the costs to ensure that no unallowable costs, such as entertainment expenses, are included. Below is a sample other budget narrative. Some helpful tips:

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

- Group other object class costs whenever possible (e.g., space, rental, communication, printing, maintenance) in the budget and explain how they support the grant activities.

- Ensure that other costs such as professional services, audit, postage, printing, facilities expenses are not already accounted for in either your indirect cost rate agreement or cost allocation plan.

Sample Other Cost Budget Narrative						
Item Name	**# of Unit/ Items**	**Unit of Measurement**	**Cost Per Unit**	**Total Cost**	**85% Federal Share**	**15% State Match**
Copy machine rental	12	Item	$50	$600	$510	$90
Sub-Total Other				***$600***	***510***	***$90***
The rental of the copy machine is shared with the administration. The machine is used on a daily basis to print inspection reports. A code is punched in whenever it is used for grant purposes. The cost is based on the average, prior grant year usage of the machine for grant activities.						

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