



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

# **FY 2025 CDLPI - Notice of Funding Opportunity (NOFO) Funding Conference**

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**January 15, 2025**

A yellow circular logo with the text "We're Driving Safety" in white, positioned in the bottom right corner of the image. The background of the entire image is a photograph of a smiling woman with dark hair, wearing a black hoodie, sitting in the driver's seat of a vehicle.

**We're  
Driving  
Safety**

# Agenda

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

- Commercial Driver's License Program Implementation (CDLPI) Grant Program Overview
- Title VI Compliance Program Information
- FY 2025 NOFO Priorities and Additional Information
- CDLPI Grant Application Template
- Resources and Contacts
- Q&A

# The purpose of the CDLPI Grant Program is to...

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Provide **financial assistance** to States and other eligible entities to aid participation in the National CDL Program



Ensure that only **qualified drivers** are eligible and receive and retain a CDL



Focus on concept that each driver has **only one driving record and only one licensing document**



Help States to achieve compliance with **FMCSA regulations** concerning driver's licensing standards and programs



Help other entities capable of executing **national projects** that aid States in their compliance efforts and that will improve the success and consistency of the National CDL Program

# Title VI Program Compliance Plan Award Requirement

- FY2025 Title VI Program Assurance and Compliance Plan Requirements
  - The FMCSA Title VI Program Federal financial assistance award requirements consist of an annually updated **Title VI Program Compliance Plan** (Plan) including the **FMCSA Title VI Program Assurance** (Assurance)
  - The technical assistance webinar for the **FMCSA Title VI Program Compliance Plan Requirements** is available at this link: <https://www.fmcsa.dot.gov/grantswebinars>
  - The Assurance and Compliance Plan must be submitted to Mr. Lester Finkle, FMCSA National Title VI Program Manager for approval
  - To begin this coordination, please contact Mr. Lester Finkle, FMCSA National Title VI Program Manager, at [lester.finkle@dot.gov](mailto:lester.finkle@dot.gov)



*Title VI Program Assurances and Compliance Plan must be submitted with applications and approved by FMCSA to be eligible for grant award.*



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# FY 2025 NOFO Priorities & Additional Information



# CDLPI Award Performance Goals

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- **Data Sources**

- Baseline Data – quantifiable and qualitative
- For SDLAs, FMCSA will evaluate the applications performance goals by examining:
  - State Compliance Records Enterprise (SCORE) System
  - Commercial Driver’s Licensing Information System (CDLIS) reports, Driver History Reports
  - Other data sources/reporting that the applicant provides as their source data baseline
    - Provide database(s) name or webpage source/links in project plans
- For applicants that are not States, FMCSA will evaluate the applications performance goals by examining:
  - Any available data and other data source(s) used and reported or referenced by the applicant,
  - Compare the results from the program with baseline data provided in the application, and
  - Any other FMCSA accessible reports.

# CDLPI Award Performance Goals

- **Performance Indicators**

- FMCSA will assess the success of the goals being met by the indicators included in the project application, such as, but not limited to:



Sustained  
Compliance



Compliant Issuance  
of CDL/CLPs



Timely Driver History  
Record (DHR)  
Actions



Ensuring Data  
Quality



Improve Fraud  
Prevention and  
Reduce Fraud



Innovative  
Approaches to  
Improving CDL  
Issues



Increased Testing  
Rates and Integrity



Human Trafficking  
Awareness, Prevention,  
and Reporting



Cost  
Savings



Increased Training  
in Adjudication  
Process

# FY 2025 National Priorities

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- **Basic Project Priorities - SDLAs ONLY**

- Implementing or maintaining compliance of CDL-related regulatory rulemakings or supporting the National Roadway Safety Strategy (NRSS)
  - Final rule integration of Medical Examiner's Certification
- Correcting and mitigating CDL regulatory compliance findings
  - Identified through Annual Program Reviews and/or Internal State-led Reviews
- Improving CDL data elements such as timeliness, completeness, and accuracy
- SDLA partnership efforts that lead to increased compliance
  - Priority given to multi-jurisdictional partnerships or partnerships with other entities
- Operation & Maintenance projects (lowest priority)

# FY 2025 National Priorities

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## • High Priority/Emerging Issues Priorities

**Must be capable of executing national projects that aid States in their compliance efforts and improving the National CDL Program**

- Reducing CDL skills testing delays and wait times
- Recognizing, preventing, and reporting of human trafficking
- Conducting a systemic review of a State's CDL program to support the State's Annual State Certification of Compliance
- Improving compliance by using proven tools or developing new tools to be utilized by SDLAs and other partners
- Projects for enhancing court expertise

# FY 2025 National Priorities

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## • High Priority/Emerging Issues Priorities (contd.)

- Researching and/or facilitating the detection and prevention of fraud in the CDL process
- Hosting meetings and conferences to address CDL compliance issues
  - Detailed budget
  - Timeline for plan completion
  - Detailed plan for execution
  - Post-meeting final report
- Implementing or maintaining an Employer Notification System (ENS)
- Supporting an SDLA's review and evaluation for access to CDL services in underserved communities
- Developing and implementing a CDL citation and adjudication group

# Federal Award Information

## Funding

- Authorized up to \$88,700,000
- Final funding amounts are subject to availability of funding appropriated by Congress

## Application Project Information

- No more than four projects per application

## Period of Performance (PoP)

- Year of award, plus four fiscal years
  - 9/30/2029



*Due Date: Monday, February 24, 2025 by 5 p.m. ET*

# Eligibility Information

## Eligible Applicants



**SDLAs**



**Other State  
Agencies**



**Non-State  
Organizations**

**Federal Funding 100% - No match requirement**

# Eligibility Information

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**INDIVIDUALS ARE NOT ELIGIBLE**

# Content and Form of Application Submission



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## Application Page Limitations

Non-SDLAs

**35**

Pages

SDLAs

**40**

Pages

### Performance Based Project Plan Elements

1. Brief Introduction
  - SDLA Self-Assessment
2. Problem Statement
3. Performance Objective
4. Performance Activity Plan
5. Performance Measurement Plan
6. Monitoring and Timeline/Milestone Plan
7. Budget Narrative

# CDL Program Self-Assessment

- SDLAs required to have a CDL program assessment
- Include components outlined in the NOFO

## a. Introduction

Include a description of the goal(s)/purpose(s) intended to be accomplished within the application and reference the applicable program priority(ies) (See Section A) for the project. The introduction must also include a discussion of the organizational capacity of the entity: an overview of the organization's structure and a description of sufficient resources to be successful in administering the proposed projects.

### **For SDLA Applicants Only: CDL Program Self-Assessment (*Program Overview*)**

Applications from SDLAs must include a CDL program self-assessment, which may be included as part of the application's brief introduction. A separate, stand-alone document is not required. The CDL Program Assessment is a summary of key elements of the applicant's program and must include the following six components:

- A list of all open findings in the SCORE system, including the finding's citation and a brief description; the reason for the finding; the proposed resolution; and the expected date by which the finding will be closed.
- A list of all open CDLPI grant awards, including the award number, award amount, and purpose; progress made to date in achieving the award's objectives; remaining unexpended funding; the expected date of completion; *and how this application's requested funding does not duplicate their costs or activities.*

# Funding Restrictions

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- **Bonus costs are not a necessary expense under FMCSA awards**
  - 2 CFR part 200, subpart E; 2 CFR 200.403-200.405
- **The rent, lease, or buying of land or buildings is NOT an allowable cost**
- **Indirect Cost (IDC) Agreement Requirement**
  - 2 CFR 200.414(c)
  - Current period IDC agreements must be submitted within 90 days of acceptance of the award. If not, **indirect cost rate will** not be reimbursed that fiscal year. It will be allowed the following fiscal year with a current period IDC agreement.

# Eligibility Criteria



## SECTION E – APPLICATION REVIEW INFORMATION

### 1 Criteria

#### 1.1 Eligibility Criteria

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

Eligibility Criteria:
1. Was the application submitted by the deadline?
2. Was the application submitted by an eligible applicant?
3. Is this application a duplicate submission as confirmed by the applicant?
4. Was the Application for Federal Assistance (SF-424) completed?
5. Was the Budget information for Non-Construction form (SF-424A) completed?
6. Was the Assurances for Non-Construction form (SF-424B) completed?
7. Was the grants.gov Certification Regarding Lobbying form completed?
8. Was the Disclosure of Lobbying activities form (SF-LLL) completed?
9. Do the Key Contact forms include PI/PD and ADO contact information?
10. Was a current IDC agreement included in the application? (if applicable)
11. Does the application include a complete Budget Narrative?
12. Does the application include a complete Project Narrative?
13. Does the project support the purpose of the CDLPI grant program and statutes?
14. Does the application include a FMCSA Office of Civil Rights' approved Title VI Program Compliance Plan for the current Federal Fiscal Year or a draft Title VI Program Compliance Plan using the current Title VI Program Compliance Plan Checklist for the current Federal Fiscal Year? See the Standard Title VI/Non-Discrimination Program Assurance and Plan Title VI Assessments section of this NOFO for more information.

# Application Review Information

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## Section C. 3

A complete application includes:

- The application was submitted by the deadline (February 24, 2025 by 5:00 PM ET)
- The application was submitted by an eligible applicant, as described in Section C.1.
- The application has a completed SF-424, SF-424A, and SF-424B
- The application has a completed Grants.gov Certification Regarding Lobbying form.
- The application has a completed Lobbying activities (SF-LLL) form, if applicable.
- The application includes a complete Budget Narrative and Project Narrative.
- The application's projects support the purpose of the CDLPI grant program and statutes.

# Application Review Information

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## Merit Evaluation Criteria (Section E. 1.2)

- FMCSA subject matter experts will review all eligible applications using the following Merit Evaluation Criteria:
  - Technical Merit Criteria
  - Budget Review/Cost Analysis Criteria
  - Program-Specific Criteria
  - Past Performance Criteria
  - Other Review Information
    - **Racial Equity and Climate Change & Sustainability**

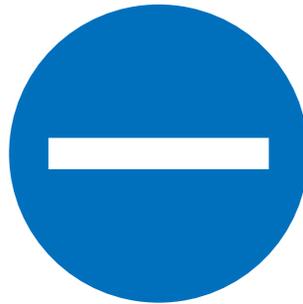
# Merit Review Rating

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FMCSA prioritizes applications using the ratings below based on the applicability of the Merit Criteria and other preferences to the application.



**Highly  
Responsive**



**Responsive**



**Not  
Responsive**

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# FFR & PPR Reporting

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- **Recipients will submit Quarterly electronically through GrantSolutions:**
  - Federal Financial Report (SF-425)
  - Performance Progress Reports (SF-PPR)
- **Recipients must submit requests for reimbursement electronically through the Delphi eInvoicing System (iSupplier)**



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# CDLPI Grant Application Template

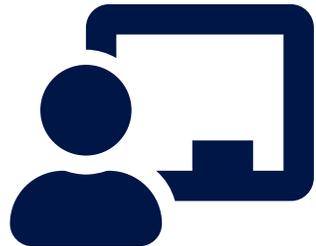


# CDLPI Grant Application Template

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- Having a complete project plan and budget narrative are critical pieces of the CDLPI Grant application
- FMCSA is providing a template to help applicants produce detailed project plans and budget narrative to apply for the CDLPI Grant more efficiently

## The application template is intended to:



**Help applicants**  
produce more  
detailed project and  
budget plans



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



**Streamline the  
process** for FMCSA's  
Merit Review Process

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# CDLPI Grant Project Plan Template



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## Project 1

### Project 1: Title

Provide a project title. This should match the project title provided in the Grant Program Function or Activity: Section

### Project 1: Program Area

Select the program area that best describes the project from the dropdown menu.

### Project 1: Project Type

Select the project type.

### Project 1: Grant Program

Select whether this is a CDLPI Basic Project or a CDLPI High Priority/Emerging Issues Project. CDLPI Basic Projects are intended to support the development, implementation, and compliance sustainment with provisions in 49 CFR parts 383 and 385. Projects may be implemented by States, local governments, Tribal governments, and other entities capable of executing and sustaining compliance efforts and improving the national CDL Program.

### Project 1: NOFO Priority

Select which Grant Program NOFO Priority this application supports.

### Project 1: NOFO Priority - Other

Only use "Other" if your project does not align with any of the above priorities. If you select "Other," please describe the project's need to fill this section out if you did not select "Other."

### Project 1: Grant Program

### Project 1: NOFO Priority

### Project 1: Performance Indicators

Select or search options

### Project 1: Problem Statement

### Project 1: Performance Objective

### Lookup records



- Correction and mitigation of State's CDL regulatory compliance findings
- Developing and implementing a CDL citation and adjudication group
- Enhancing court expertise
- Hosting meetings and conferences to address CDL compliance issues
- Implementing or maintaining an employer notification service (ENS)
- Improving compliance through the use of proven tools or developing new tools
- Improving the accuracy, completeness, and timeliness of CDLIS-required data elements
- Operation and Maintenance (O&M)

≤ 1 ≥

Select

Cancel

Remove value

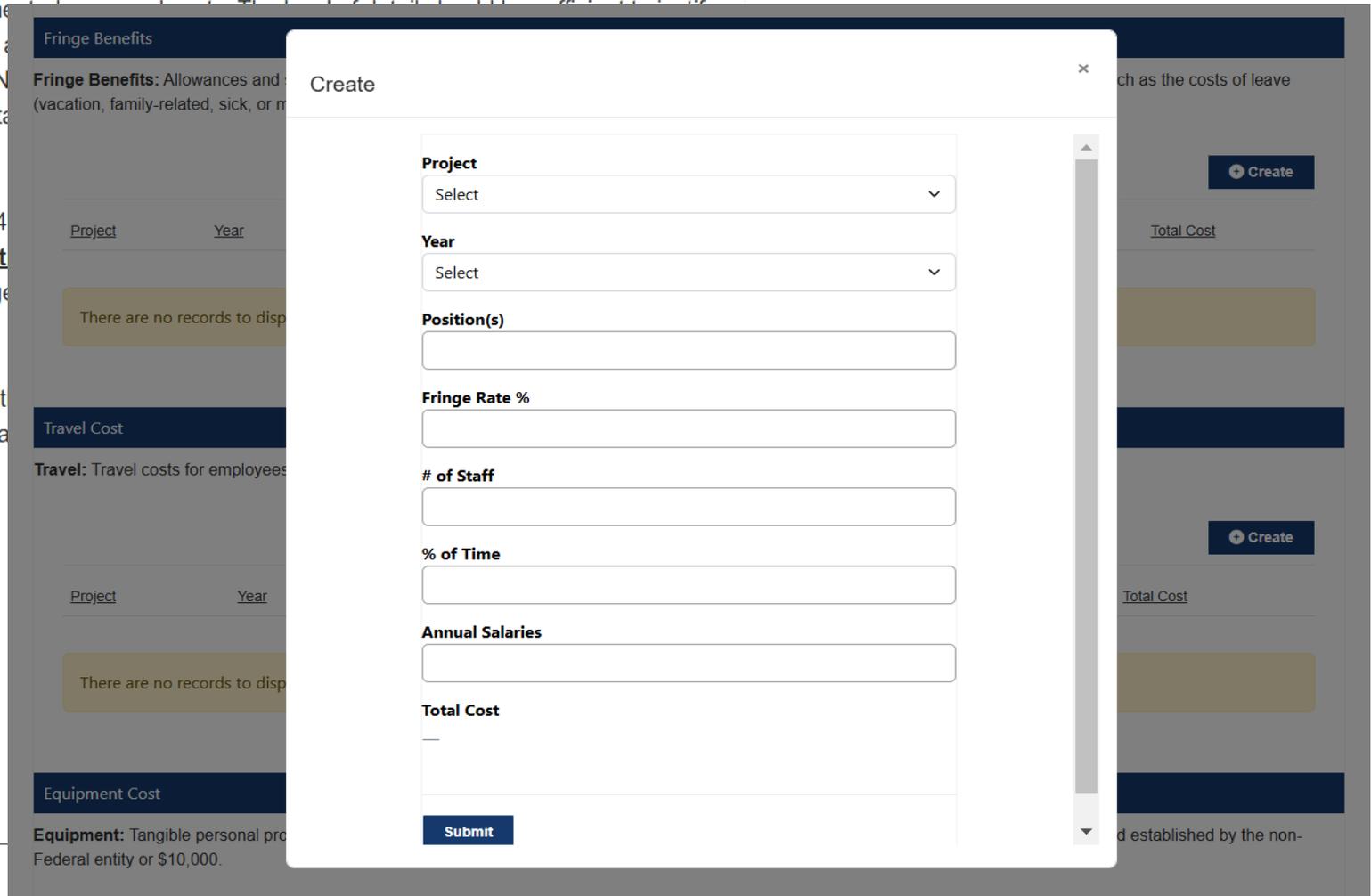
# CDLPI Grant Budget Narrative Template

## Budget Narrative

A budget narrative is a description, by budget category (object class), that details the costs necessary to complete the proposed project. A well-written budget narrative ensures that the applicant has properly documented the funding requested and makes a natural connection to the activities and objectives of the project. The budget narrative should include the necessity, and allocability of all costs, applications should include a detailed description of the project objectives.

Each project must have its own budget narrative that matches the SF-424. If multiple projects must also contain a comprehensive or summary budget narrative, the budget must match the applications SF-424 and SF-424A.

The budget narrative must reflect the allocability of project activities to the project as stated under the priorities in subsection (A)(4). FMCSA may adjust the budget narrative to be provided.



The screenshot displays a web application interface with a 'Create' modal form overlaid on a background of budget category lists. The modal form contains the following fields:

- Project:** A dropdown menu with 'Select' and a downward arrow.
- Year:** A dropdown menu with 'Select' and a downward arrow.
- Position(s):** A text input field.
- Fringe Rate %:** A text input field.
- # of Staff:** A text input field.
- % of Time:** A text input field.
- Annual Salaries:** A text input field.
- Total Cost:** A text input field.
- Submit:** A blue button at the bottom of the modal.

The background interface shows three budget categories: 'Fringe Benefits', 'Travel Cost', and 'Equipment Cost'. Each category has a table with columns for 'Project' and 'Year', and a 'Total Cost' field. The 'Fringe Benefits' section includes a description: 'Fringe Benefits: Allowances and (vacation, family-related, sick, or m...'. The 'Travel Cost' section includes: 'Travel: Travel costs for employees...'. The 'Equipment Cost' section includes: 'Equipment: Tangible personal pro... Federal entity or \$10,000.' Each table has a 'Create' button and a 'Total Cost' field.

# CDLPI Grant Application Template

FMCSA transitioned the template to a new platform to provide expedited access to users.

## We need your help!

This pilot template is available for anyone who would like to utilize it.

Users will:

- Participate in a webinar where we will walk you through the template and process.
- Use the template to draft your project and budget plans.
- Give us feedback on the template and process.

Your feedback will help shape how the template is updated for submitting CDLPI Grant applications in the future.

If your Entity would like to utilize the template, please [register](#) for the training session that will be held on **January 22 from 1:00-2:00 p.m. ET**:



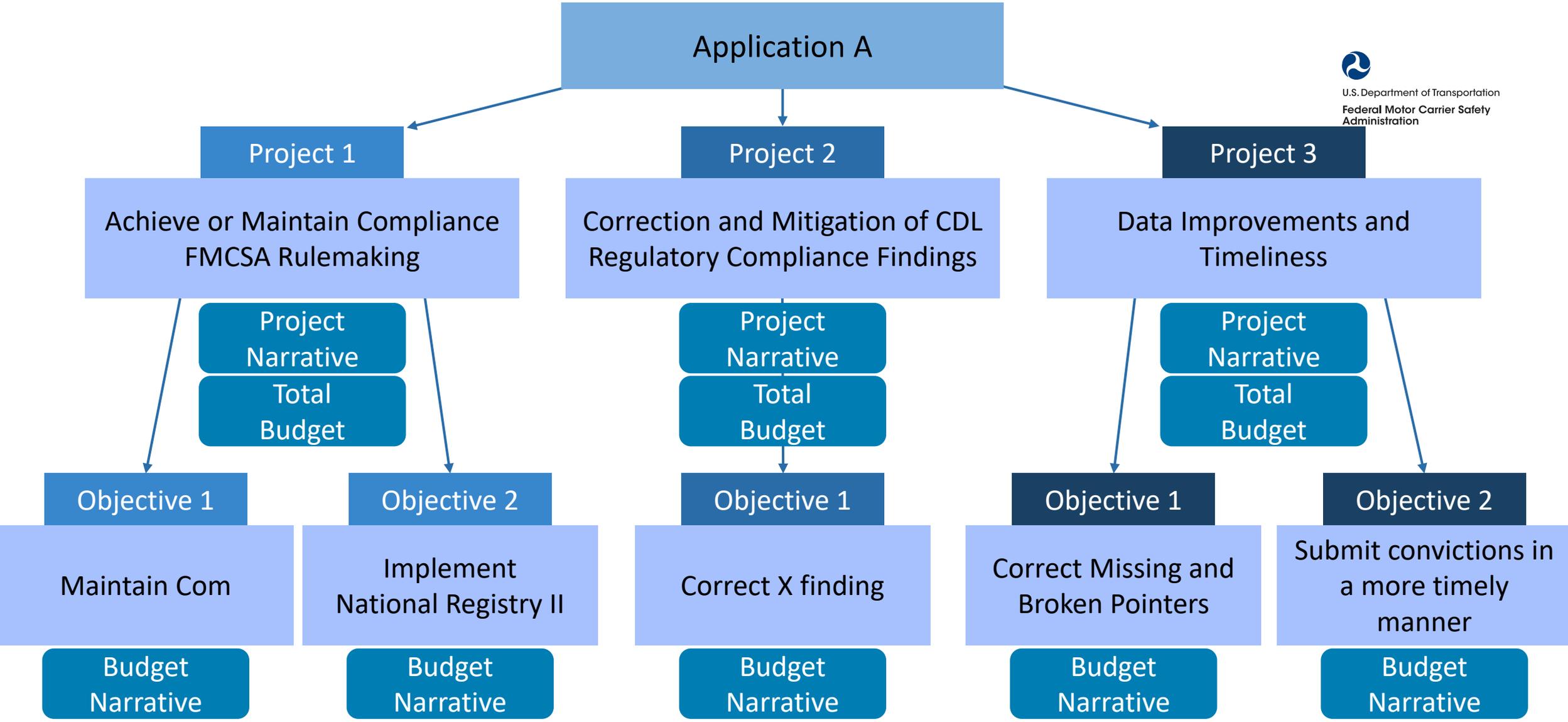
Using this template will not adversely affect the consideration of your application. The same merit review process will be followed whether an application is submitted through the traditional method or new template.



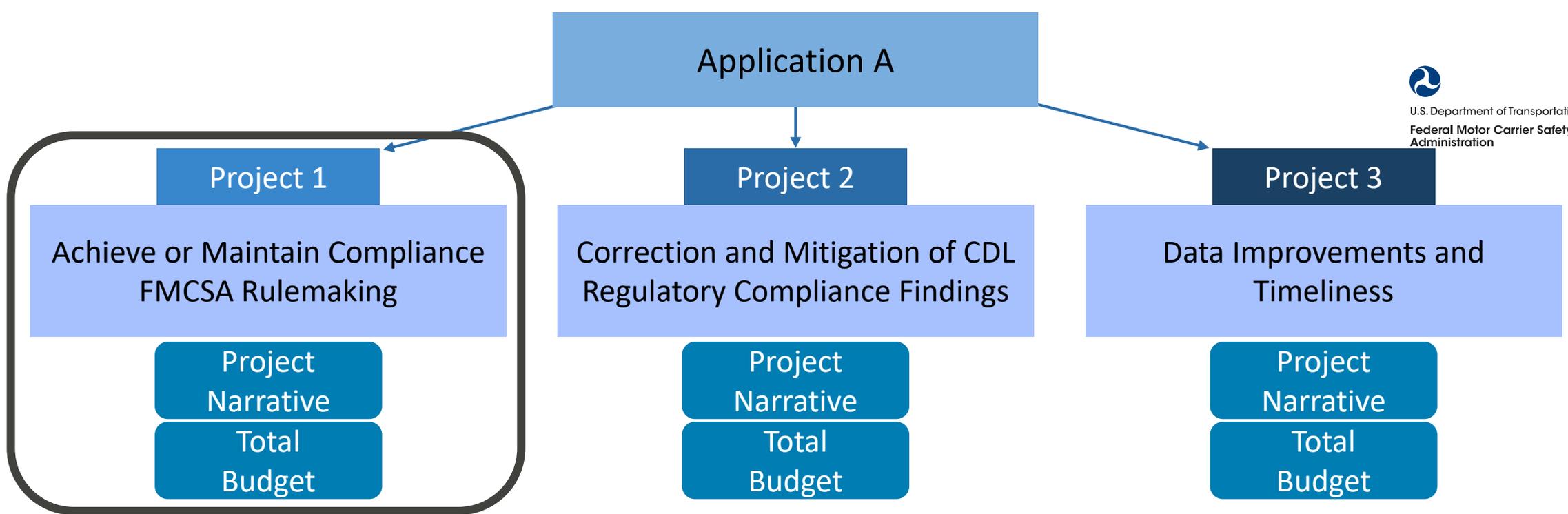
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# Performance Based Project Planning & Budgeting

We're  
Driving  
Safety



*Good performance-based plans allow you to measure progress and demonstrate successful outcomes.*



## What is a Project?

- A project **may consist of one or more priorities** that work toward achieving a defined goal. If an applicant chooses to propose multiple projects within a single application, each project must contain:
  - A distinct title
  - A separate and distinct project narrative
  - A comprehensive budget, which reflects total of multiple budget narratives, if applicable

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Project  
Narrative

Total  
Budget

Objective 1

Objective 2

Clearinghouse-II

Implement  
EEE

Budget  
Narrative

Budget  
Narrative

- Project(s) and objective(s) should reflect priorities as outlined in the NOFO

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Project  
Narrative

Objective 1

Clearinghouse-II

Objective 2

Implement  
EEE

## What should the **Project Narrative** include? (NOFO Section D-2)

1. Introduction  
Self-Assessment (SDLAs only)
2. Problem Statement
3. Performance Objective
4. Program Activity Plan
5. Performance Measurement Plan
6. Monitoring Plan
7. Budget Narrative



*Page limit for total application is 35 pages  
(40 for SDLA applicants)*

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Objective 2

Implement  
EEE

## What should the Project Narrative include?

### 1. Introduction

- Explain the project purpose
- Include what specific NOFO priorities the project will address
- **Note:** SDLAs required to have a CDL Program Self-Assessment

### EXAMPLE

*“The SDLA’s project purpose is to implement two FMCSA rulemakings that fall under CDLPI priority 1 to achieve compliance with FMCSA rulemakings. The two rulemakings are: 1) implementing mandatory CDL downgrade and non-issuance requirements by November 18, 2024, as required by the Drug and Alcohol Clearinghouse-II final rule and 2) ensure that all convictions and withdrawals are exclusively exchanged electronically. If the State does not complete all related activities by the rulemaking’s compliance dates, a finding will be generated in SCORE and the State will not be able to act upon the data that is required to be sent or received from other jurisdictions and applied to Driver History Records.”*

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Objective 2

Implement  
EEE

## What should the Project Narrative include?

### 2. Problem Statement

- Quantitative description of the issue the project will address
- Include baseline data and targeted outcome
- Include 49 CFR regulatory citation

### EXAMPLE

*“Our State driving licensing IT systems have not been updated to comply with FMCSA CDL rulemakings that will affect the State’s compliance with 49 CFR. Specifically, implementation of the Clearinghouse-II final rule and EEE rulemaking. The programming requirements for Clearinghouse-II are required to be completed and implemented by November 18, 2024, per 49 CFR parts 382, 383, and 384.”*

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Objective 2

Implement  
EEE

## What should the Project Narrative include?

### 2. Problem Statement

- Quantitative description of the issue the project will address
- Include baseline data and targeted outcome
- Include 49 CFR regulatory citation

#### ***Consider the following data sources:***

- State Compliance Records Enterprise (SCORE) System
- CDLIS Reports
- Regulatory citation
- Enforcement and Crash Statistics data in A&I Online
- Internal reports from your State or organization (including judiciary reports)
- Other data sources to be determined by each entity

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Objective 2

Implement  
EEE

## What should the Project Narrative include?

### 3. Performance Objective(s)

- Describe the anticipated project outcome, with quantitative data, as appropriate
- **SMART:** Specific, Measureable, Achievable, Realistic, and Time bound

#### EXAMPLE

*“The State must complete all regulatory requirements to implement the mandatory CDL downgrade and non-issuance for individuals listed as “prohibited” in FMCSA’s Drug and Alcohol Clearinghouse, as defined by 49 CFR 383.73, 384.225, and 384.235. The programming in order to implement the rulemaking involves not only the regulatory requirements in State rules and regulations, but also the updating of the IT system to be able to query data from the Clearinghouse and receive notifications from the Clearinghouse system.”*

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Activity  
1

Hire 2 programmers to automate queries and receive machine-to-machine notifications

Activity  
2

Conduct scenarios in test environment before going live

Activity  
3

Update automated letters to be sent to downgraded drivers

## What should the Project Narrative include?

### 4. Program Activity Plan

- May have multiple activities required to achieve the performance objective
- Each activity must have a quantifiable output to measure and report movement against the baseline established

#### EXAMPLE

*“The State must hire additional personnel to complete the required programming and, which is estimated to take **700 programming hours**, in order to update the IT system to automatically query the Clearinghouse before completing a commercial transaction, to receive notifications sent from the Clearinghouse system, and to generate letters to individuals that are prohibited from operating a CMV due to violation in 49 CFR part 382, subpart B.”*

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Activity  
1

Hire 2 programmers to automate  
queries and receive machine-to-  
machine notifications

Activity  
2

Conduct scenarios in test  
environment before going live

Activity  
3

Update automated letters to be  
sent to downgraded drivers

## What should the Project Narrative include?

### 5. Performance Measurement Plan

- Explain how progress toward the performance objective will be measured (hours, number of drivers tested, conviction posting timeliness, etc.)
- Include key milestones and timelines

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Activity 1	Hire 2 programmers to automate queries and receive machine-to-machine notifications
Activity 2	Conduct scenarios in test environment before going live
Activity 3	Update automated letters to be sent to downgraded drivers

## What should the Project Narrative include?

### 5. Performance Measurement Plan

#### EXAMPLE

*“The SDLA will monitor all activities and outcomes in relation to the original baselines and timelines established in the project plan and report at least quarterly. The Project Manager will accumulate bi-weekly at a minimum: 1) the number of hours the programmers have dedicated to a) automating Clearinghouse queries, b) receiving Clearinghouse notifications, c) automating of the DACH letters, and d) any additional programming hours resulting from the staff test case results; 2) the hours the Disqualification Supervisor and helpdesk staff have dedicated to a) testing the queries and notification functionality and b) reviewing the automated letters generated; and 3) the number of scenarios tested and the results of each test, i.e. successful vs. not successful, including the automated letter being accurate.”*

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Activity  
1

Hire 2 programmers to automate queries and receive machine-to-machine notifications

Activity  
2

Conduct scenarios in test environment before going live

Activity  
3

Update automated letters to be sent to downgraded drivers

## What should the Project Narrative include?

### 6. Monitoring Plan

- Explain the method that will be used to monitor the project's progress

#### EXAMPLE

*"The CDL Coordinator will be assigned as the **Project Manager (PM)** to ensure that the projects are completed by the compliance dates. The project timeline and milestones will be monitored by holding at least monthly meetings with the project staff. **PM will update timeline and milestones** as the project progresses and provide to the FMCSA Division office. The **project manager will be responsible for completing all quarterly reports** timely and submitting to FMCSA."*

# Application A

## Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

### Objective 1

Clearinghouse-II

Activity 1	Hire 2 programmers to automate queries and receive machine-to-machine notifications
Activity 2	Conduct scenarios in test environment before going live
Activity 3	Update automated letters to be sent to downgraded drivers

Total Budget

- b. **SF-424A - Section A – Budget Summary** shows the 85 percent Federal share, 15 percent non-Federal share, or the 100 percent Federal share, and the total cost per project. Section A must be completed.
- c. **Section B – Budget Categories** captures total amount per object class categories, both federally funded and matching share, as applicable. In the column headings (1) through (4), enter the titles, that match narrative title, for each of the proposed projects. **If five or more projects are proposed, download an additional SF-424A from Grants.gov.** 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.

Budget Narrative

Object Class Category 1	Personnel
Object Class Category 2	Fringe
Object Class Category 3	Contractual

# Application A & Budgeting

## Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

## Objective 1

Clearinghouse-II

**Activity 1** Hire 2 programmers to automate queries and receive machine-to-machine notifications

**Activity 2** Conduct scenarios in test environment before going live

**Activity 3** Update automated letters to be sent to downgraded drivers

Total Budget

Budget Narrative

Object Class Category 1 Personnel

Object Class Category 2 Fringe

Object Class Category 3 Contractual

# Application A

## Project 1

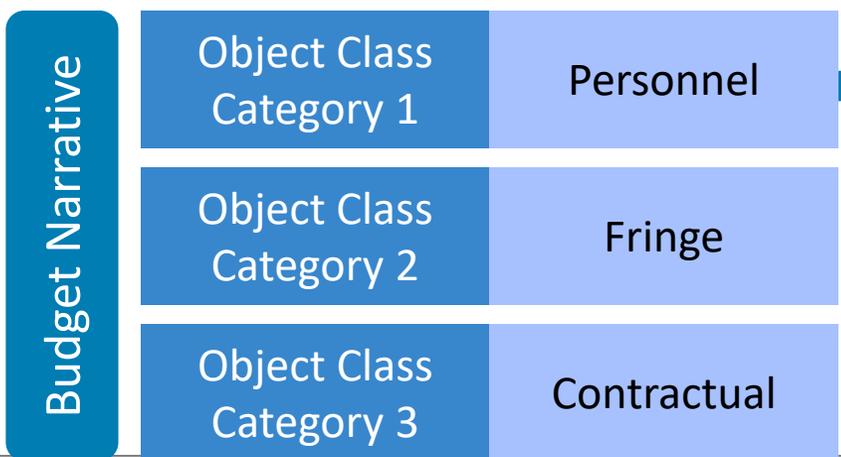
Achieve or Maintain Compliance  
FMCSA Rulemaking

### Objective 1

Clearinghouse-II

- Activity 1** Hire 2 programmers to automate queries and receive machine-to-machine notifications
- Activity 2** Conduct scenarios in test environment before going live
- Activity 3** Update automated letters to be sent to downgraded drivers

Personnel Budget Narrative				
Position(s)	# of Staff	% of Time on Grant project	Annual Salaries	Total Cost
ITS 4	2	40%	\$80,000	\$64,000
Supervisor, Disqualification. Section	1	10%	\$80,000	\$8,000
CDL Helpdesk DL Specialists	5	25%	\$50,000	\$62,500
<b>Sub-Total Personnel</b>				<b>\$134,500</b>
<p><i>Two ITS 4 programmers will be dedicated 40% of their time to programming for DACH compliance rule, which is estimated to be 1,664 hours in total (2080 annual work year hours x 40% of time x 2 personnel) with an annual salary average of \$80,000.</i></p> <p><i>The supervisor of disqualification section will be testing the programming changes and estimates it will take 208 hrs. (2080 annual work hrs. x 10% x1) with an average annual salary of \$80,000.</i></p> <p><i>Five CDL Helpdesk personnel will be reviewing/updating letters notifying prohibited drivers of downgrades in support of the DACH rulemaking for the first year of implementation which is estimated to be 2600 hrs. (2080 annual work hrs. x 25% x5).</i></p>				



Remember, no cents!  
Round to the nearest dollar.

# Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Total Budget



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



## BUDGET INFORMATION - Non-Construction Programs

### SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. 2021 CDLPI-Basic	20.232			\$1,600,938.70		\$1,600,938.70

OMB Approval No. 4040-0006

Expiration Date: 02/28/2022

## BUDGET INFORMATION - Non-Construction Programs

### SECTION A - BUDGET SUMMARY

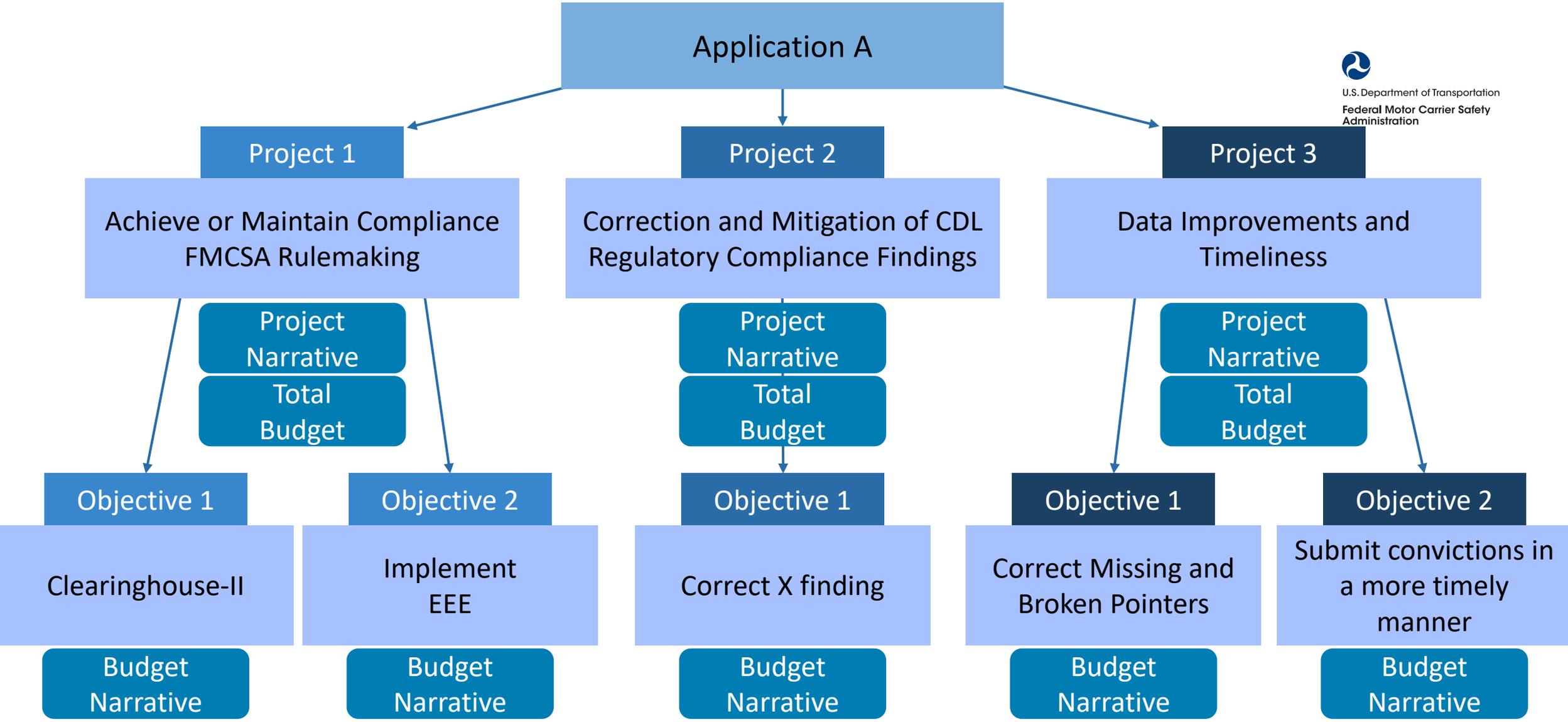
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. 2021 CDLPI-Basic	20.232			\$1,600,938.70		\$1,600,938.70
2.						
3.						
4.						
5. Totals				\$1,650,938.70		\$1,650,938.70

### SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1) 2021 CDLPI-Basic	(2)	(3)	(4)	
a. Personnel	\$541,279.70				\$541,279.70
b. Fringe Benefits	\$292,619.00				\$292,619.00

Don't forget to round to full dollar amount!

79.70



*Good performance-based plans allow you to measure progress and demonstrate successful outcomes.*

# FY 2025 CDLPI Grant Resources

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- **Grants Management Training**
  - <https://ai.fmcsa.dot.gov/Grants/GrantManagement.aspx>
- **CDLPI Grant Resource Guide**
  - [https://ai.fmcsa.dot.gov/downloadFile.axd?file=Grants\\_Management\\_CDLPI\\_Resource\\_20190628.pdf](https://ai.fmcsa.dot.gov/downloadFile.axd?file=Grants_Management_CDLPI_Resource_20190628.pdf)
- **CDLPI Grant General Information**
  - <https://ai.fmcsa.dot.gov/Grants/CDLPI.aspx>
- **CDLPI Grant Application Best Practices**
  - [https://ai.fmcsa.dot.gov/downloadFile.axd/CDLPI\\_Best\\_Practices\\_20190628.pdf](https://ai.fmcsa.dot.gov/downloadFile.axd/CDLPI_Best_Practices_20190628.pdf)
- **Tips for Completing Your CDLPI Grant Application**
  - [https://ai.fmcsa.dot.gov/downloadFile.axd?file=Tips-for-Completing-CDLPI-Grant-App\\_508.pdf](https://ai.fmcsa.dot.gov/downloadFile.axd?file=Tips-for-Completing-CDLPI-Grant-App_508.pdf)

# FY 2025 NOFO Contacts

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- **Financial/Application Concerns**

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- **Programmatic Concerns**

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- **General Information: FMCSA Grants Management Office**

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





**THANK YOU**

