

United States Department of  
Transportation  
Federal Motor Carrier Safety Administration

Fiscal Year 2014 – Motor Carrier Safety Assistance Program  
High Priority Grant  
Notice of Funding Availability

The U.S. Department of Transportation (US DOT) Federal Motor Carrier Safety Administration (FMCSA) announces the Fiscal Year (FY) 2014 Motor Carrier Safety Assistance Program (MCSAP) High Priority grant program funding opportunity. This document will assist you by providing important information about the MCSAP, including the FY 2014 MCSAP High Priority program priorities and critical information related to preparing and submitting a grant application. All applications must be submitted through Grants.gov by 11:59 P.M. (EST) on September 9, 2013.

The Catalog of Federal Domestic Assistance (CFDA) number for this grant is 20.218.

**Important Information for FY 2014:**

- This Notice of Funding Availability (NOFA) establishes minimum requirements for FY 2014 submissions. Please review the **entire** document before submitting an application.
- All FY 2014 High Priority applications must be submitted in accordance with this NOFA.
- **Do NOT submit different applications for the same project** (that is, do NOT submit one application for all costs to be reimbursed by the grant at 80% and another application for costs to be reimbursed by the grant at 100% for public education and outreach activities). All project costs must be clearly described and distinguished in the application documents (narrative and budget) to reflect the appropriate Federal and grantee shares.
- The FMCSA is modifying the proposal requirements for TACT – please see Page 3.
- The FMCSA cannot evaluate applications received without the complete set of required forms and attachments; all application section elements and all documents must be submitted (see Section IV). A checklist specifically detailing each required document, and its source, is located in Appendix A.
- Application review information is clarified to include FMCSA expectations and evaluation criteria (see Section V).
- All Applicants must submit a current FMCSA Administrative Capabilities Questionnaire if one has not already been submitted for a FY 2014 grant.

- Applicants must agree to comply with the FMCSA Financial Assistance Agreement General Provisions and Assurances throughout the grant period of performance, in order to execute the grant agreement and before grant funds are awarded (see Section VI).
- Funding awarded to nongovernmental organizations requires close cooperation between the FMCSA and the Grantee. For that reason, a cooperative agreement rather than a traditional grant may be used at FMCSA's discretion. All other requirements, conditions, and processes will be as described for grants in this announcement.
- Applications from local law enforcement agencies or other entities will be given to that State's lead MCSAP agency for review and comment. The FMCSA will consider comments provided by the State lead MCSAP agency but FMCSA will retain, at its sole discretion, the final funding recommendation determination. NOTE: Although the consent and/or approval of the State lead agency is not required for application submission, the informal partnership between local jurisdictions and State lead agencies is an important element of program effectiveness. It is recommended that local jurisdictions filing applications obtain the most recent copy of the State MCSAP Commercial Vehicle Safety Plan (CVSP) from the State or from FMCSA in order to link the project into the overall State Commercial Motor Vehicle (CMV) safety plan.
- Visit the System for Award Management (SAM) at <https://www.sam.gov/sam/> to ensure your organization is properly registered to apply for Federal grants. This system includes the former Central Contractor Registration system, the Federal Agency Registration, the Online Representations and Certifications Application, and the Excluded Parties List System..

## **Section I: Funding Opportunity Description**

The FMCSA announces the availability of MCSAP High Priority funding as authorized by the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users, Pub. L. No. 109-59, § 4107(a), 119 Stat. 1144, 1719–20 (2005), as amended by the Moving Ahead for Progress in the 21st Century Act (MAP-21), Pub. L. No. 112-141, §§ 32603(a), 32603(d), 126 Stat. 405, 807, 808 (2012). MCSAP High Priority grants are governed by 49 United States Code (U.S.C.) §§ 31104(a), 31104(k) (2006), and by 49 Code of Federal Regulations (CFR) Part 350, as applicable.

In accordance with 49 U.S.C. §§ 31101(4) and 31104(k)(3), eligible applicants for MCSAP High Priority funding are State agencies, local governments, and organizations representing government agencies that use and train qualified officers and employees in coordination with State motor vehicle safety agencies.

## Program Goals – FY 2014 National Priorities

In accordance with the provisions of 49 CFR § 350.319, FMCSA may award grants to support, enrich, or evaluate State commercial motor vehicle (CMV) safety programs that:

- Implement, promote, and maintain national programs to improve CMV safety;
- Increase compliance with CMV safety regulations;
- Increase public awareness about CMV safety;
- Provide education on CMV safety and related issues; and
- Demonstrate new safety related technologies.

### Special Priority 1

The FMCSA announces its interest in funding 2-3 individual demonstration projects that explore new and innovative approaches to planning, conducting, and evaluating high-visibility CMV traffic enforcement activities beyond what is currently being conducted. The FMCSA will reserve up to \$5,000,000 of the funds made available under this announcement for this purpose. Although the planning and evaluation component of these projects is crucial, not less than 60% of the funds in the proposal must be for actual enforcement activities as part of the demonstration project.

Applicants may consider engaging multiple State and local partners (including partners in other States) for this effort and may include them as sub-grantees in the proposal (see page 7 for information on sub-grantees). Proposals submitted in response to this special priority will be evaluated by the factors established in this NOFA (see Section V), but special emphasis will be placed on the innovative approach component of the proposal. Approved applicants must deliver at the end of the project a comprehensive report that outlines the methodology used, provides data on the activities and outcomes, and presents recommendations for implementation by other enforcement agencies.

### Special Priority 2

The FMCSA announces that it will reserve up to \$5,000,000 of the funds made available under this announcement for the 10 States with the highest CMV fatalities. According to the Fatal Analysis Reporting System (FARS), in 2011 almost one-half of all CMV fatalities in the country occurred in the States of:

- |                |                  |
|----------------|------------------|
| • Texas        | • New York       |
| • California   | • Ohio           |
| • Florida      | • North Carolina |
| • Pennsylvania | • Indiana        |
| • Georgia      | • Illinois       |

The reserved funds will be available to these States for the purposes of conducting specific high-visibility traffic enforcement or other activities that will lead to crash reduction in the top 10 crash corridors in those States. In the application, the State must provide clear data that identifies these corridors (the specific highway and the mile markers involved; including analysis of the previous 3 year averages for these corridors). The application must specify the specific enforcement strategies that the States will conduct to reduce the crash rate in these corridors. The application must specify how the State will monitor and report on the results of these activities. The application must also indicate how the State will evaluate the outcome and success of this enforcement activity to demonstrate whether increased enforcement results in increased traffic citation convictions and the

impact this has on overall crash rates. States will accomplish this by monitoring the progress of citations issued under this project through the criminal justice system and State driver licensing agency to ensure that any convictions are recorded on the respective driver history records. To be clear, FMCSA does not require that applicants under this project establish a quota for issuing traffic citations. The application should discuss officer contacts with CMV operators and include information on the number of contacts that would likely be made and the relative impact on improving the safety of CMV operations and reducing crashes. The FMCSA also seeks a State or other organization to establish a working group to help coordinate these activities with and/or between the States (to include working groups that will establish appropriate strategies to engage State and local enforcement partners, establish monitoring and oversight protocols, and generate a comprehensive report on the activities and outcomes of this special priority project). State applications should clearly indicate a willingness to participate in this coordination. Please note, this is not for TACT or other general traffic enforcement activities in the State. Funds provided for this special priority will only be available for activities associated with the approved project plan and the specific activities contained therein. Applicant States must demonstrate how these activities will go beyond the traditional traffic enforcement activities included in their Commercial Vehicle Safety Plan.

In addition to the special priorities listed above, for FY 2014, National Priorities for this program include:

- High visibility CMV and non-CMV traffic enforcement, such as the Ticketing Aggressive Cars and Trucks (TACT) program;
- Enforcement of traffic laws and safety regulations on motorcoaches and other passenger carrying CMVs (consistent with FMCSA's policy on en route inspections);
- Public awareness and education of CMV safety-related issues;
- Enforcement of texting and hand-held cell phone prohibitions;
- Enforcement objectives that involve multiple jurisdictions in a geographic area (the value of this approach is that a single entity serves as the grant recipient and coordinates activities by other participating agencies);
- Combating distracted driving;
- Enforcement of traffic laws and safety regulations in high-risk areas such as work zones and on rural roads;
- Emerging issues such as the CMV safety implications of oil/gas fracking (also known as induced hydraulic fracturing or hydrofracking) – proposals for this effort must be for CMV safety efforts that go beyond size and weight enforcement;
- Educational programs that promote safe driving practices by teen drivers around CMVs;
- Seat belt compliance;
- Special research efforts that have the potential to inform other agencies of new techniques and practices to improve CMV enforcement.

As indicated above, FMCSA will continue to consider FY 2014 MCSAP High Priority applications for the TACT program. TACT proposals must include high visibility messaging and targeted enforcement activities in selected high-risk traffic areas. These proposals must be

supported by data justifying the identification of targeted areas and must include clear performance measurements to evaluate the outcome of activities. However, in FY 2014, the FMCSA instructs applicants to not propose evaluation components that involve a comprehensive review and appraisal of the applicant's broad TACT program. That is, applicants should avoid costly program evaluation and focus more specifically on crash-reduction outcomes in the targeted enforcement areas.

## **Section II: Award Information**

### **Available Funding**

- i. For FY 2014, FMCSA anticipates awarding a total of \$15,000,000 in MCSAP High Priority funding (subject to availability of funds). In accordance with the provisions of 49 CFR § 350.313(c), FMCSA must award at least 90 percent of available program funding to State and local government agencies, and no more than 10 percent of available program funding to eligible non-profit organizations.
- ii. The FMCSA will reimburse up to 80 percent (80%) of the eligible costs incurred in the administration of an approved program plan. A 20 percent (20%) matching or cost-sharing contribution is required; in-kind contributions are acceptable in meeting the matching share if they represent eligible costs as established by 49 CFR Parts 220, 225, or 230, as applicable, and Agency policy. Approved public awareness and education activities will be reimbursed up to 100 percent (100%) of the eligible costs in accordance with 49 CFR § 350.319(c). Public awareness and education includes activities that seek to make the general public, or broad subsets of the general public, aware of important safety information regarding CMVs. This may include outreach to groups such as teenagers, drivers on rural roads, or all drivers. Public awareness and education does NOT include specific training or information sharing with a targeted group of individuals for purposes related to their employment – this is considered training and will be eligible for reimbursement at 80% of the total eligible costs.
- iii. If an Applicant accepts a grant awarded under this program, it is responsible for all project expenses that exceed the awarded amount. If the amount awarded is less than the amount of funding requested, Applicants are required to submit a revised budget and project plan prior to award, to ensure that the project remains feasible at a reduced level of funding.

### **Cost Requirements**

Costs charged to FMCSA grants must be in accordance with the applicable cost principles contained in 2 CFR Part 225 (Cost Principles for State, Local, and Indian Tribal Governments), 2 CFR Part 230 (Cost Principles for Non-profit Organizations), or 2 CFR Part 225 (Cost Principles for Educational Institutions), as applicable. All reimbursable items **must** be allowable, allocable, reasonable, and necessary, as established in these guidelines and the FMCSA Grants

Management Manual – Grantee Version to accomplish the goals of the program (see <http://www.fmcsa.dot.gov/about/GRANTS/grantee-resources.aspx>). See also:

- 49 CFR Part 18 (Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments), 49 CFR Part 19 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations), or 2 CFR Part 215 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations);
- 49 CFR Part 350 (Commercial Motor Carrier Safety Assistance Program);

The eligibility of specific items is subject to review by FMCSA.

The application's Budget Narrative should justify each of the costs being requested on the SF-424A Budget Information form. The Budget Narrative should show how the amounts were determined. The Budget Narrative should explain in short, concise language why the costs are necessary, reasonable and allocable to the project in order to satisfy the governing cost principles. A Budget Narrative guidance document is provided for your reference in Appendix B.

While the costs associated with contractors and sub-grantees should be included on the contractual line of the SF-424A, FMCSA still requires adequate financial documentation to substantiate the associated costs and evaluate the proposal. Details of each contract and sub-grant must be provided as attachments in the application package as part of the Budget Narrative. In addition, if there is another State or local government agency or institution of higher education that the Applicant is contracting with or sub-granting to, a copy of the binding agreement (e.g., a Memorandum of Understanding, etc.) must be included as an attachment in the application package. If no agreement has been established for FY 2014 at the time of submission of the application, attach a copy of the most recently executed agreement between the organizations and clarify the intent to enter into an agreement, which can be submitted later, for FY 2014.

### **Eligible Expenses**

The acquisition of real property, land, or buildings is NOT an eligible expense under the MCSAP High Priority grant program. The eligibility of specific items is subject to review by FMCSA. Expenses eligible for reimbursement under the MCSAP High Priority program include, but are not limited to:

1. Personnel expenses, including recruitment and screening, training, salaries and fringe benefits, and supervision. Personnel expenses included in an organization's indirect cost rate must not be included as a direct cost in the grant budget.
2. Equipment and travel expenses, including per diem expenses directly related to the enforcement of safety regulations, including vehicles, uniforms,

communications equipment, special inspection equipment, vehicle maintenance, fuel, and oil.

3. Indirect expenses for facilities, except for fixed scales, used to conduct inspections or house enforcement personnel, support staff, and equipment to the extent they are measurable and recurring (e.g., rent and overhead). NOTE: an application containing any indirect costs in its proposed project budget must be accompanied by either the signed current indirect cost rate agreement approved by the cognizant Federal agency or a copy of the request for such an agreement. The cognizant agency will provide the Applicant with a letter that includes the rate, the type of expenses that the rate can be applied to, and the rate's effective dates; these expenses are typically limited to payroll and fringe benefit expenses, but may also include other costs at the cognizant agency's discretion. If indirect costs are not included anywhere in the project's proposed budget, no indirect cost rate agreement is required.
4. Calculated fringe benefits may be included as direct costs, provided the Budget Narrative clearly establishes the basis for the calculation and, at the time of any reimbursement request, the voucher clearly documents the fringe benefits based on actual costs incurred, not by using a percentage method. The documentation required for local jurisdiction indirect cost expenses, sometimes called central service costs, is slightly different. Contact the program manager shown in Section VII for more information.
5. Expenses related to data acquisition, storage, and analysis that are not being requested under any other FMCSA grant program's funding, that are specifically identifiable as program-related, and that are intended to improve efficiency; the proposal should clearly demonstrate the extent to which these costs will directly benefit the MCSAP High Priority grant program, pro-rating the expense as applicable. NOTE: all applications containing requested funding for information technology, such as upgrades or modifications to existing software or equipment, are subject to review by FMCSA's Office of Research and Information Technology.
6. Clerical and administrative expenses, to the extent necessary and directly attributable to the grant project.
7. Expenses for an event in the first quarter of FY 2015, provided that the event is such that it requires extensive planning and preparation during FY 2014.

High Priority-funded personnel, including sub-grantees, conducting inspections must meet the minimum Federal standards set forth in 49 CFR Part 385 Subpart C and must have access to FMCSA information systems to upload inspection reports.

Equipment included in the budget must be fully described; this description should include enough detail to secure FMCSA approval. Equipment is defined in 49 CFR Part 18 and 2 CFR Part 215 as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. An applicant must use its own definition of equipment if that definition is more stringent than this standard and if the definition includes all elements of the equipment definition described above. At a minimum,

the Budget Narrative shall describe the following:

1. how the item will be used to promote CMV safety;
2. the number and unit cost of items to be purchased;
3. who will be using the item(s);
4. how the item cost/usage will be pro-rated if not fully dedicated to the grant; and,
5. the equipment definition threshold used.

### **Ineligible Expenses**

The FMCSA informs all applicants of specific types of expenditures that will NOT be approved and should NOT be included in applications:

1. Mobile messaging signs placed on motor carriers subject to the Federal Motor Carrier Safety Regulations (FMCSRs). Often referred to as ‘truck wraps’, these graphics, pictures, or word messages are generally applied to a truck trailer and visible by those around the vehicle.
2. Mobile lighted messaging signs operated while a vehicle is in motion. Regardless of the applicability of the FMCSRs to a vehicle, FMCSA declines to fund any lighted sign that will be used while a CMV is in motion. This does not apply to lighted signs, including variable message signs often used to notify motorists of construction or special event information, that will be towed to a specific location before being turned on.
3. Promotional items that are not conspicuously designed to convey a safety message to a wide audience. Items conspicuously designed to convey a safety message can include bumper stickers, posters, brochures or other items that can be distributed to all participants of an event or initiative. These items must be available to the public at large and not restricted to membership in an association or group. Simply placing a safety message on an item of personal consumption or use does not qualify as conveying a safety message and are not appropriate (examples: coffee mugs, small magnets, pens, bags, buttons, bookmarks, etc).
4. Vehicles not directly related to and necessitated by the efforts proposed in the application. State MCSAP lead agencies purchase vehicle with MCSAP Basic/Incentive grant funds (or State matching or MOE funds). This does not preclude the purchase of vehicles related directly to the activities of a High Priority proposal. For example: The State proposes to use portable bus ramps to assist in motorcoach enforcement at a destination, but these ramps cannot be transported in the regular duty vehicles of the enforcement personnel. Requesting funds for a truck or trailer for this purpose would generally be acceptable. However, requesting funds for a vehicle associated with traffic enforcement overtime activities for officers who, as a part of their regular duties must have a vehicle, would not be appropriate. For local enforcement agencies, the same principle applies: the FMCSA will not support for vehicles for officers who are already assigned vehicles as part of their regular duties unless there is a compelling need explained in the application.

### Section III: Eligibility Information

In accordance with 49 CFR § 350.319(b), MCSAP High Priority funds will be awarded at the discretion of FMCSA to States, including the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands, local governments, and other organizations that use and train qualified officers and employees in coordination with State safety agencies. Post-secondary institutions of higher education are also eligible to receive direct funding.

Individuals, businesses, and for-profit organizations are not eligible to receive MCSAP High Priority funding; applications submitted by any ineligible entity will be disqualified and will not be considered for funding.

To apply for MCSAP High Priority funds, a State or local government agency must comply with the provisions of 49 CFR § 350.329:

- (a) States must meet the requirements of 49 CFR § 350.201, as applicable.
- (b) Local agencies **must** meet the following nine conditions:
  - (b.1) Prepare a proposal in accordance with 49 CFR § 350.213, as applicable
  - (b.2) Coordinate the proposal with the State lead MCSAP agency to ensure the proposal is consistent with State and national CMV safety program priorities.
  - (b.3) Certify that your local jurisdiction has the legal authority, resources, and trained and qualified personnel necessary to perform the functions specified in the proposal.
  - (b.4) Designate a person who will be responsible for implementation, reporting, and administering the approved proposal and will be the primary contact for the project.
  - (b.5) Agree to prepare and submit all reports required in connection with the proposal or other conditions of the grant.
  - (b.6) Agree to use the forms and reporting criteria required by the State lead MCSAP agency and/or the FMCSA to record work activities to be performed under the proposal.
  - (b.7) 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.
  - (b.8) Certify participation in national databases appropriate to the project, in coordination with the State lead agency.

The FMCSA strongly encourages the participation of local law enforcement agencies in CMV safety activities either directly or in partnership with State enforcement officers. Any local law enforcement agency applying directly to FMCSA for MCSAP High Priority grant funding **must** demonstrate in its application how it meets these nine conditions. Further, the State MCSAP lead agency will be given the opportunity to independently comment on MCSAP High Priority applications submitted by local law enforcement agencies within its jurisdiction; this feedback

will be used solely to prevent the duplication of efforts by multiple agencies; FMCSA will make the final funding decisions.

## **Section IV: Application and Submission Information**

### **Application Information**

The FMCSA utilizes Grants.gov ([www.grants.gov](http://www.grants.gov)) for accepting MCSAP High Priority program applications. All FY 2014 MCSAP High Priority applications must be submitted electronically through this site. To apply, the Applicant first must complete the Grants.gov registration process. To register, Applicants should go to [http://www07.grants.gov/applicants/get\\_registered.jsp](http://www07.grants.gov/applicants/get_registered.jsp) and follow the instructions found on the Grants.gov website by selecting “Get Registered.” NOTE: if any of the Applicant organization’s information has changed since its last registration, the Applicant must edit its existing account information to reflect those changes in the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). The Applicant’s Grants.gov user account profile will be updated automatically.

The registration process can take as long as four weeks. Due to the possibility of unforeseeable connectivity or technical issues associated with online submission, FMCSA strongly encourages all Applicants to submit applications well in advance to allow for additional time if needed, and also encourages Applicants to complete the registration process as far in advance as possible. The Grants.gov website provides customer support through its toll-free number, (800) 518-GRANT, or through e-mail at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Contact Center is open 24 hours a day, 7 days a week, except Federal holidays, to address Grants.gov technical issues. The FMCSA does not own or maintain Grants.gov and is therefore unable to provide technical assistance; all technical assistance issues should be directed to the above contact information.

The Applicant must download the grant application package from Grants.gov, complete it, and submit the completed application package with required attachments through Grants.gov on or before the deadline of 11:59 P.M. (EST) on Monday, September 9, 2013. The grant application package includes all required forms referenced in this NOFA. Applicants should download the application package as soon as possible during the application preparation process.

If the designated grant official from an Applicant requires special assistance or accommodation associated with submitting this grant application, methods other than Grants.gov are available. Please contact the program manager listed in Section VII of this notice if assistance is required.

### **Application Requirements (Also see Attachment A)**

All FY 2014 applications for MCSAP High Priority grant funds must include the following Standard Forms as provided in Grants.gov:

### 1. SF-424, Standard Application for Federal Assistance

This is the standard application form for all requests for Federal assistance. When completing Section F, please ensure that the individual listed as point of contact is knowledgeable about the project(s) listed in the application and can answer relevant questions.

### 2. SF-424A, Budget Information for Non-Construction Programs

This is a standard budget form for requests for Federal assistance. On page 1, the Applicant may indicate up to four (4) projects requested for funding. The Applicant should clearly indicate the title of each project in the boxes provided in Column A. If there are more than four (4) projects proposed, please only submit the total for all projects on the SF-424A on Grants.gov and then provide the detailed breakdown of each project using the Excel version of the SF-424A form located on the Grantee resources page at <http://www.fmcsa.dot.gov/about/GRANTS/grantee-resources.aspx> as a supplemental form. Applicants may use as many supplemental forms as needed to provide a breakdown of each project. However, please ensure that when combined, the total funding requested on all supplemental forms ties to the total submitted through Grants.gov.

On page 1A, clearly indicate up to four (4) projects listed on page 1 in Rows 1-4 (if applicable) and then fill in the appropriate object class categories in Rows A-K using the object class guidance information at <http://www.fmcsa.dot.gov/about/GRANTS/grantee-resources.aspx>.

Complete the remaining pages as appropriate. If an additional budget worksheet is necessary to further explain estimated costs, Applicants should attach that document to the Attachments Form (explained in # 5 below). Attached budgets should be pre-formatted to print on standard, letter-sized paper (PDF format is preferable). If the Applicant attaches budget worksheets for multiple projects under the same grant application, each project should be clearly distinguished in the document.

### 3. SF-424B, Assurances for Non-Construction Programs

This is a standard assurances form associated with accepting Federal assistance funds. This assurances document indicates that the Applicant organization is in substantial compliance with various programs, regulations, and Federal laws. This document should not be completed without confirmation from the appropriate agency or State official that the Applicant organization is indeed compliant. The FMCSA and other applicable Federal agencies reserve the right to request further information and/or conduct an audit to confirm compliance as indicated on this form, as provided for in the United States Code or the Code of Federal Regulations.

### 4. Grants.gov Lobbying Form

This form allows applicants to indicate that they do not engage in lobbying activity. If an Applicant completes this form, the SF-LLL–Disclosure of Lobbying Activities form is not required. If an Applicant does conduct lobbying activities, this should be indicated on the SF-LLL; this form requests information related to the lobbying activities of the Applicant.

### 5. Attachment Forms

This document is used to submit supplemental attachments to support the grant application.

NOTE: Applications received on or before the application deadline without the complete set of required forms will not be evaluated until all forms are received. **Refer to Appendix A for a list of required forms and their location.**

High Priority attachments to the application MUST include:

- ✓ the Applicant's FY 2014 Project Narrative, which must include a problem statement, objectives, goals, strategies and activities, benchmarks, timelines, supporting data, an evaluation or monitoring plan, a budget narrative explaining each line item requested in the budget and an explanation of expenditures and activities to date, as applicable, for applications requesting funding that essentially continues a similar or identical MCSAP High Priority project. See Section V – Application Review Information and Appendix B – Budget Narrative Guidance Document for more information;
- ✓ a line-item budget;
- ✓ a current approved Indirect Cost Rate Letter, if applicable. For more information on Indirect Cost Rates, please refer to Section II – Award Information;
- ✓ a Key Contacts Form. FMCSA provides specific information regarding which personnel should be included on the Key Contacts Form; see Appendix A; and
- ✓ an FMCSA Administrative Capabilities Questionnaire; see Appendix A.

Budgets and other information in charts or spreadsheets should be pre-formatted for printing on standard size, 8.5 by 11 inch, copy paper. Applicants should not save each application section as an individual document. Attachment file names must be limited to the following characters: A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, and period. Using any other characters for attachment file names will cause the application to be rejected by Grants.gov.

## **Section V: Application Review Information**

The FMCSA Grant program manager will review all application packages for FY 2014 MCSAP High Priority funding for eligibility, completeness, and timeliness of submission. A Technical Review Panel will make subsequent administrative and technical assessments.

Applicants are not required to use the Project Narrative format described in this section of the NOFA, but doing so helps ensure that the application meets the established minimum requirements. For each goal identified, the Applicant must provide a problem statement, performance objective, program activity plan, and performance measurement plan. Samples are below.

**1) Problem Statement** – A brief, quantitative description of the Applicant-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). Example:

- a) The Applicant has identified 5 highway corridors that alone account for 38.4% of all CMV-related fatalities in its 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.

- b) The Applicant has identified hours of service related issues as the single most often cited violation in both carrier investigations and during roadside inspections. The Applicant suspects that driver fatigue, as evidenced by improper adherence to hours of service regulations, accounts for 25% of the crashes in its State.

*Evaluation Criteria:* In reviewing the Problem Statement, FMCSA will consider the extent to which the Applicant's proposal addresses the program goals and FY 2014 priorities established in this NOFA.

**2) Performance Objective** – A description of the Applicant's quantifiable goal related to the above problem statement. This can be measured in the numerical or percentage reduction of crashes, fatalities, injuries, and/or specified outcomes that it anticipates will result from implementing the strategies and activities. Example:

- a) The Applicant will conduct activities around the highways in the 5 designated corridors of highway with the goal of reducing the crash rate along each by greater than 10% during the activity period.
- b) The Applicant 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:* In reviewing the Performance Objective, FMCSA will consider the extent to which the Applicant describes sound program goals and objectives that are specific, measurable, and that can likely be achieved during the grant period of performance. The FMCSA will also consider the extent to which the Applicant thoroughly explains why it selected the project goals and objectives to address the need(s) established in the Problem Statement. NOTE: Not all activities will result in an easily-quantifiable outcome related to crash reduction. If the proposal includes activities of this nature, the application should still indicate approaches to measuring the output and, to the extent possible, the outcome of the activity.

**3) Program Activity Plan** – a description of the activities the Applicant believes will help mitigate the problem. Example:

- a) The Applicant will conduct high visibility traffic enforcement and inspection campaigns around the 5 designated corridors during the activity period. The Applicant will conduct at least 5 enforcement blitzes each month and will ensure that it triples the number of officers assigned to each area during each of the 4-day periods.
- b) The Applicant will focus on conducting at least 40% of its total number of inspections as Level III. Further, the Applicant will provide additional training to officers in how to detect hours of service violations. Finally, the Applicant will provide 12 free hours of service safety talks to motor carrier associations within its State during the performance

period.

*Evaluation Criteria:* In reviewing the Program Activity Plan, FMCSA will consider the extent to which the Applicant describes tasks, activities, benchmarks, and timelines to achieve the project goals.

**4) Performance Measurement Plan** – 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.

Example:

- a) The Applicant will use its own crash data to 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. Based on this information, the Applicant will adjust the number of officers assigned to future blitzes and will provide each officer assigned with a specific, focused area for enforcement. The Applicant expects that the number of crashes in or near designated corridors will be 10% lower than the comparable period in 2013.
- b) The Applicant 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 Applicant 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 applicant may shift resources to conduct additional safety talks or inspections.

*Evaluation Criteria:* In reviewing the Performance Measurement Plan, FMCSA will consider the extent to which the Applicant thoroughly outlines how it will monitor the effective implementation of the strategies and document the project outcomes.

## **Budget Narrative**

This is NOT the line item budget. Rather, this section ***describes*** in a narrative format the costs necessary to complete the proposed tasks and achieve the project goal. The Budget Narrative should thoroughly and clearly justify or explain each Budget Category (Object Class) and follow all guidelines and limitations as provided in the application package. The Budget Narrative must be clear, specific, detailed, and mathematically correct; it should correspond to the information and figures on all budget forms.

A well-written Budget Narrative ensures that the Applicant has properly documented for FMCSA review and evaluation the costs proposed within the budget to determine the cost eligibility under the applicable Federal costs principles and regulations and to monitor the expenditure of funds during the implementation and execution of the plan. Where appropriate, costs per unit will be

calculated and compared with national averages to determine cost-effectiveness. As appropriate, proposed costs will be compared with historical information to confirm reasonableness. The level of detail should be sufficient to justify the funding requested.

*Evaluation Criteria:* In reviewing the Budget Narrative, FMCSA will consider the extent to which the Applicant describes costs that are allocable, allowable, reasonable, and necessary. The FMCSA may consider any or all of the following questions in its evaluation:

1. How well does the application provide clear explanations of the costs associated with each Budget Category (Object Class)?
2. How well does the Budget Narrative support the funds requested on the application Budget forms?
3. How accurate are the mathematical computations in the Budget Narrative and in other budget forms?
4. How well does the application demonstrate a cost-effective approach that will provide a demonstrable impact on safety as the result of grant funds?
5. Does the application describe proposed project expenditures that are:
  - i. Allowable under the cost principles established in this NOFA and all FMCSA cost eligibility policies;
  - ii. Allocable specifically to the activities proposed by the application;
  - iii. Reasonable in amount and quantity for the activities proposed;
  - iv. Necessary to conduct the activities proposed?
6. If applicable, how accurately is an Indirect Cost Rate (IDCR) applied to the budget?
7. If applicable, how accurately are fringe benefit rates applied to the budget?

The FMCSA may also consider the following questions, based on information contained in Agency records; Applicants may include proprietary information to support this section of the application:

1. How well has the Applicant performed in achieving its goals in prior awards from FMCSA?
2. How effectively has the Applicant utilized proposed funds in previous grants (based on remaining, unexpended balances at the end of similar efforts in previous grants)?
3. What is the actual or estimated amount of funds available for expenditure from previously issued grants for projects similar to those in the application?

## **Funding Decisions**

This is a discretionary grant program. Funding decisions will depend on the quality and completeness of the information provided. The FMCSA does not have an appeals process for unsuccessful applications for discretionary grant funds.

## **Section VI: Award Administration Information**

Upon receipt and approval of the complete MCSAP High Priority application package, FMCSA will award funding and enter into grant agreements as soon as administratively practicable. An

award recipient will be required to submit a supplemental budget or project narrative for a partial or modified grant award.

Funding amounts made available for reimbursement may be impacted by limitations placed on the spending authority and appropriations enacted for FMCSA. Funds awarded under this program will not be available for expenditure after September 30, 2015.

Reporting responsibilities include quarterly program performance status using the Performance Progress Report (SF-PPR) and financial reports using the SF-425. The PPR should address any additional questions and factors as deemed appropriate by the FMCSA.

Applicants must agree to the FMCSA Financial Assistance Agreement General Provisions and Assurances before grant funds will be awarded. The most recent version of the General Provisions and Assurances, the SF-425, the SF-PPR, and other relevant grant administration requirements and resources are available on the FMCSA website. NOTE: these documents are intended as samples only for application planning purposes, and should not be used to complete the application itself. See <http://www.fmcsa.dot.gov/about/GRANTS/grantee-resources.aspx> .

## **Section VII: Agency Contact**

The MCSAP High Priority grant program is managed by the United States Department of Transportation - Federal Motor Carrier Safety Administration - Associate Administrator for Enforcement - Office of Safety Programs - State Programs Division.

To obtain further information and guidance concerning Federal Motor Carrier Safety Regulations, the Applicant may contact the FMCSA Field Office in its State or the program manager. For general information about MCSAP High Priority funding and requirements, contact:

FMCSA\_GrantMgmtHelpdesk@dot.gov, or by telephone at (202) 366-2967.

Or, by mail at FMCSA, 1200 New Jersey Avenue SE, Washington, DC 20590.

Office hours are from 9 a.m. to 5 p.m., Eastern Time, Monday through Friday, except Federal holidays.

The FMCSA may only provide information to applicants related to the requirements of this NOFA. The FMCSA may not provide technical assistance in the development of a program design or the proposed budget beyond the scope of the information contained in this NOFA.

## **Section VIII: Other Information**

This Grants.gov opportunity is only applicable to MCSAP High Priority funding. Applications for related grant programs (specifically, MCSAP Basic and Incentive and/or MCSAP New Entrant) MUST NOT BE SUBMITTED under this Grants.gov opportunity announcement.

The FMCSA Grant Programs website address is <http://www.fmcsa.dot.gov/safety-Security/grants/grants.aspx>.

The FMCSA Grantee Resources website address is <http://www.fmcsa.dot.gov/about/GRANTS/Grantee-resources.aspx>.

**APPENDIX A**  
**FY 2014 MCSAP High Priority Program**  
**Required Documents Checklist**

This checklist includes a list of all required documents, the location of each, and a brief description of the document's purpose. It is provided for your convenience and its use is not mandatory. The checklist is intended to assist Applicants in ensuring that required forms or information are not accidentally omitted from the application package. All required documents are available by downloading the application kit.

| Document Name                                           | Document Description                                                                   | Document Location                          | Document Included        |
|---------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------|--------------------------|
| SF-424 Application for Federal Assistance               | This is the standard application form for all requests for Federal assistance.         | Included in the Grants.gov application kit | <input type="checkbox"/> |
| SF-424A Budget Information for Non-Construction Program | This is a standard budget form for requests for Federal assistance.                    | Included in the Grants.gov application kit | <input type="checkbox"/> |
| SF-424B Assurances for Non-Construction Programs        | This is a standard assurances form associated with accepting Federal assistance funds. | Included in the Grants.gov application kit | <input type="checkbox"/> |

| Document Name                        | Document Description                                                                                                                                                                                                                                                                                                                                                                           | Document Location                                                                               | Document Included        |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------|
| Grants.gov Lobbying Form             | This form allows Applicants to indicate that they do not engage in lobbying activity. If an Applicant completes this form, the SF-LLL – Disclosure of Lobbying Activities is not required. If an Applicant does conduct lobbying activities, the SF-LLL form is required.                                                                                                                      | Both the Grants.gov Lobbying Form and the SF-LLL are included in the Grants.gov application kit | <input type="checkbox"/> |
| Attachment Form, if applicable       | This document is used to submit supplemental attachments to support the grant application.                                                                                                                                                                                                                                                                                                     | Included in the Grants.gov application kit                                                      | <input type="checkbox"/> |
| Project Narrative                    | The Applicant's Project Narrative includes the problem statement, performance objective(s), the program activity plan, and the performance measurement plan, as described in Section V of this NOFA.                                                                                                                                                                                           | Created by applicant                                                                            | <input type="checkbox"/> |
| MCSAP High Priority line-item budget | This spreadsheet should incorporate all costs included in the project's total funding amount. If an Applicant match is required, the budget must indicate how the applicant will meet the match. One option is to list costs in two columns, showing which costs are to be Federally funded (partially or entirely) and which costs are to be funded by the Applicant (partially or entirely). | Created by applicant                                                                            | <input type="checkbox"/> |

| Document Name                                                | Document Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Document Location                                                                                                                                                  | Document Included        |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| MCSAP High Priority Budget Narrative                         | <p>This is NOT the line item budget. Rather, this section <i><b>describes</b></i> in a narrative format the costs necessary to complete the proposed tasks and achieve the project goal. The Budget Narrative should thoroughly and clearly justify or explain each Budget Category (Object Class) and follow all guidelines and limitations as provided in the application package. The Budget Narrative must be clear, specific, detailed, and mathematically correct; it should correspond to the information and figures on all budget forms.</p>                                 | See Appendix B Budget Narrative Guidance Document                                                                                                                  | <input type="checkbox"/> |
| Current approved Indirect Cost Rate Agreement, if applicable | <p>If an Applicant has included Indirect Costs in its budget, this document from the Applicant's cognizant Federal agency must be included in the application; the Agreement includes the indirect cost rate, the type of expense to which that rate can be applied, and the rate's effective dates. See Section II, Cost Requirements in this NOFA for more information. The documentation required for local jurisdiction indirect cost expenses, sometimes called central service costs, is slightly different. Contact the program manager shown in Section VII of this NOFA.</p> | Available from the Applicant's designated cognizant Federal agency; local jurisdictions may contact the program manager shown in Section VII for more information. | <input type="checkbox"/> |

| Document Name                                 | Document Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Document Location                           | Document Included        |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------|
| FMCSA Administrative Capability Questionnaire | This questionnaire allows the applicant to self-certify its administrative infrastructure, policies, and resources. If already submitted for a FY 2014 grant, this document is not required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Included in the Grants.gov application kit. | <input type="checkbox"/> |
| Key Contacts form                             | <p>The Key Contacts form is used to provide the names of the State's designated point of contact and signatory. When completing this document, use the following guidance:</p> <p>Contact 1 – Authorized Signer – the “<b>ADO</b>” role in GrantSolutions. This individual is typically the head of the organization or a designee (e.g., Colonel, Director, Commissioner, etc.) who is authorized to sign and accept awards on behalf of the organization.</p> <p>Contact 2 – Point of Contact – the “<b>PI/PD</b>” role in GrantSolutions. This individual is typically the project/program manager (e.g., Unit Commander, project Coordinator, etc.) who will have daily oversight in implementing the program. This individual can view grant documents in GrantSolutions, but cannot sign them on behalf of the organization.</p> <p>Contact 3 – Coordinator of Administrative Responsibilities – the “<b>FO</b>” role in GrantSolutions. This role is typically</p> | Included in the Grants.gov application kit. | <input type="checkbox"/> |

| Document Name | Document Description                                                                                                                                                                                                                                                                                                                                                                                   | Document Location | Document Included |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
|               | performed by a grant, finance, or administrative/program specialist who monitors grant program finances, provides clarification on financial information such as budget detail, Single Audit information, invoice supporting documentation, and so forth. This individual will be authorized to upload reporting documents to GrantSolutions but cannot accept an award on behalf of the organization. |                   |                   |

## APPENDIX B

### FY 2014 MCSAP High Priority Grants Budget Narrative guidance document

A Budget Narrative should justify each of the costs being requested on the SF-424A, Budget Information form and the application's line item budget. A Budget Narrative should show how the amounts were determined. Please note that each subtotal reported on the line item budget should match the corresponding object class categories on the SF-424A. The Budget Narrative should explain in short, concise language why the costs are necessary, reasonable and allocable to the project in order to satisfy the governing cost principles.

The FMCSA routinely has difficulty assessing line item budgets because the Budget Narrative does not contain all the information needed. For example, insufficient detail makes it difficult to determine the number of personnel to be charged to the grant; whether they are full time or part time; the unit cost for equipment and supplies, etc. As a result, FMCSA must postpone completion of its review until the Applicant has clarified or explained the costs in greater detail, which delays the application's progress through the evaluation process. Applicants are strongly urged to use this document as a guide in completing the Budget Narrative so that a thorough review of expenses can be expedited.

The examples provided in this document are purposely simplified. Be certain to provide sufficient detail to support the expenditures included in your line-item budget.

#### PERSONNEL

Explain how employee allocation of time (either in Full Time Equivalents (FTEs) or hours dedicated) is charged to the grant, and whether or not all the costs pertain to these employees. Contractors should not be included in this budget category.

**Poor example:** Fifty one officers work on MCSAP eligible enforcement activities - \$477,000

**Good example:** Twenty officers work part-time on MCSAP eligible enforcement activities. The total of their part-time effort equates to 5 FTEs (2,000 hours per year). At an average rate of \$45 per hour, this equals the budgeted amount of \$450,000 per year for personnel.

Or, in table format:

| Personnel   | Cost Per Hour | Number of Hours<br>dedicated to MCSAP | TOTAL COSTS      |
|-------------|---------------|---------------------------------------|------------------|
| 46 Officers | \$45          | 200                                   | \$414,000        |
| 4 Sergeants | \$60          | 200                                   | \$48,000         |
| 1 Captain   | \$75          | 200                                   | \$15,000         |
|             |               |                                       | <b>\$477,000</b> |

## FRINGE BENEFIT COSTS

Provide the methodology showing how the fringe benefit amount is calculated (i.e., a statement that the costs are actual fringe benefit amounts summed by employee or a rate approved by the cognizant agency or as part of a Statewide Cost Allocation Plan).

**Poor example:** Fringe benefits are a direct charge to the grant - \$152,640

**Good example:** Fringe benefits are a summation of the actual fringe benefits per employee and include FICA, Medicare, health insurance, and retirement benefits. Based on the personnel proposed (4,000 labor hours at \$45 per hour) and the estimated percentage of fringe benefits that will be applied (approximately 22.4%), the budgeted amount for fringe benefits in this proposal is: \$40,320. The specific amount for FICA, Medicare, health insurance, and retirement for each officer, based on the actual costs, will be included in each voucher.

Or, based on a percentage calculation approved in an indirect cost rate:

**Good example:** Fringe benefits are calculated with a rate approved by our cognizant agency and are included in our indirect cost rate letter. The rate is 32 percent. Based on the personnel proposed (4,000 labor hours at \$45 per hour), fringe benefits at 32 percent equals \$57,600.

## FRINGE BENEFITS AND OVERTIME

A statement explaining how fringe benefits are calculated for overtime, and that this is a uniform policy for all employees charged to any revenue source is needed.

**Poor example:** Fringe benefits associated with overtime - \$67,000

**Good example:** Fringe benefits are calculated on overtime as a summation of actual charges per employee and include: FICA for amounts under \$114,000, Medicare, and retirement. Based on the proposed 500 hours of overtime at \$67.50 per hour (\$45 per hour x 1.5) and the estimated percentage of fringe benefits that will be applied (approximately 22.4%), the budgeted amount for fringe benefits on overtime in this proposal is \$7,560. The exact costs for FICA, Medicare, and retirement for each officer will be included in each voucher.

### PROGRAM TRAVEL

Identify the conferences, meetings, and training course costs. Include an explanation of why the number of travelers is reasonable and necessary, and a description of how the amount was calculated.

**Poor example:** Travel to conference - \$28,410

**Good example:** 15 Officers to attend required MCSAP certification training in San Diego, CA.

| Expense        | Personnel   | Amount | Days | Total           |
|----------------|-------------|--------|------|-----------------|
| Airfare        | 15 officers | \$600  | n/a  | \$9,000         |
| Per Diem       | 15 officers | \$68   | 3    | \$3,060         |
| Accommodations | 15 officers | \$145  | 2    | \$4,350         |
| Registration   | 15 officers | \$800  | n/a  | \$12,000        |
|                |             |        |      | <b>\$28,410</b> |

### EQUIPMENT

49 CFR § 18.3 defines equipment as “tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.” All purchases of equipment must follow the grantee’s established procurement policies and processes utilized in the purchase and management of non-grant equipment.

Include an explanation of why the equipment is necessary, reasonable and allocable to the grant award. A description of the equipment, quantity, and unit price should be included in the narrative. Applicants having an equipment threshold of less than \$5,000 need to include that definition to demonstrate why lower-cost items are included as equipment rather than as supplies.

**Poor example:** Five Tahoe SUVs - \$165,000

**Good example:** The Applicant requests funding for five new Tahoe SUVs to replace five vehicles that have exceeded their useful life per our vehicle replacement policy. Use of these vehicles will be limited to the MCSAP-eligible purpose of completing motor carrier safety inspections needed to fulfill the activities proposed in this application.

### SUPPLIES

Per 49 CFR § 18.3, “Supplies means all tangible personal property other than “equipment” as defined in this part.” Applicants with a different threshold for supplies must provide that information, and should include the quantity and unit cost for supplies such as computers and printers in the Budget Narrative.

**Poor example:** Twenty computers at \$2,500 - \$50,000

**Good example:** Funding is requested for 20 new computers to replace 20 computers that have exceeded their useful life of three years per our computer replacement policy. These computers will be assigned to the 20 employees that work full-time on the MCSAP program. The price of these computers is reasonable for this type of laptop, which has the required features necessary to fulfill our reporting requirements. The unit cost for each laptop computer is \$2,500.

**NOTE:** It is not necessary to document office supplies in such detail that individual expenditures are listed (reams of paper, boxes of paperclips, etc.). A good way to document office supplies is to indicate the approximate expenditure of the unit as a whole for each month. For example: General Office Supplies (paperclips, paper, toner, etc.) for the 24 individuals in the MCSAP Unit: \$1,800 per month times 12 months = \$21,600.

### CONTRACTUAL

An explanation of how costs were derived for each contractual agreement and how those costs represent the fair market value of goods or services to be provided should be included in the Budget Narrative.

**Poor Example:** XYZ consultant - \$25,000

**Good example:** XYZ consultant has been providing IT services to our organization under a previously awarded contract, awarded in accordance with our policies and procedures ensuring a fair hourly rate. Furthermore, our IT department, which performs similar tasks, determined that 100 hours would be needed to complete this Statement of Work; they will be overseeing this cost item. The fully-loaded rate of \$125 per hour for 100 hours = \$12,500.

### OTHER EXPENSES

Include a detailed description of how the costs were derived for each of the expenses listed in this budget category (e.g., conference costs should include the conference name, number of participants and registration fees). This category requires more detail because “other” is such a broad concept. Where appropriate, include a quantity and unit cost (e.g., CVSA decals: X decals at \$Y = \$Z total). Explain what costs are included in Fleet expense or describe the mileage rate applied per vehicle, if applicable.

### INDIRECT COSTS

A current and fully executed Indirect Cost Rate Agreement is required to support indirect costs included in the Budget Narrative. **NOTE:** the Indirect Cost Rate Agreement is provided by the Applicant’s designated Federal cognizant agency. Applicants without a designated cognizant agency may substitute a Statewide Cost Allocation Plan for central services costs. The indirect cost rate can only be applied to the approved base expense (typically salary and fringe benefits), which is specified in the indirect cost rate agreement. For example, if an Applicant’s Indirect Cost Rate Agreement limits the expenses to which that rate can be applied to direct salary, wages, and fringe benefit costs, the Applicant cannot apply the indirect cost rate to any other direct costs, such as travel or equipment.