

**UNITED STATES DEPARTMENT OF TRANSPORTATION
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION**

Fiscal Year 2011

Commercial Vehicle Information Systems and Networks
Grant Opportunity and Application Instructions

Section I: Funding Opportunity Description

The Federal Motor Carrier Safety Administration's (FMCSA) Commercial Vehicle Information Systems and Networks (CVISN) grant program provides financial assistance to eligible States to 1) improve the safety and productivity of commercial vehicles and drivers and 2) reduce costs associated with commercial vehicle operations and Federal and State commercial vehicle regulatory requirements. Applications for the CVISN grant program *must* be submitted through Grants.gov by 11:59 P.M. Eastern Time (ET), on **June 30, 2011**.

Improving safety is the U.S. Department of Transportation's top priority. Secretary LaHood emphasizes his commitment through his actions, including distracted driving, a ban on commercial motor vehicle (CMV) texting, and compliance. The Department has set a goal to reduce large truck and bus fatalities per 100 million vehicle miles travelled to 0.121 in calendar year 2011.

Investing grant monies in CMV safety programs increases the likelihood that safety defects, driver deficiencies, and unsafe motor carrier practices are detected and corrected before they become contributing factors to crashes. The CVISN grant program was established by Section 4126(a)(1)&(2) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) as a Federal discretionary grant program to improve the safety and productivity of commercial vehicles and drivers and to reduce costs associated with commercial vehicle operations and Federal and State commercial vehicle regulatory requirements. The CVISN program provides \$25 million in each fiscal year (FY) to States to advance technological capability and promote the deployment of intelligent transportation systems applications for commercial vehicle operations, including commercial vehicle, commercial driver, and carrier-specific information systems and networks.

As provided in Section 4126(g)(1) of SAFETEA-LU, CVISN funds enable States to:

- (A) Improve the safety of commercial motor vehicle operations;
- (B) Increase the efficiency of regulatory inspection processes to reduce administrative burdens by advancing technology to facilitate inspections and increase the effectiveness of enforcement efforts;

- (C) Advance electronic processing of registration information, driver licensing information, fuel tax information, inspection and crash data, and other safety information;
- (D) Enhance the safe passage of commercial motor vehicles across the United States and across international borders; and
- (E) Promote the communication of information among the States and encourage multistate cooperation and corridor development.

Section II: Award Information

For FY 2011, FMCSA anticipates awarding a total of \$25 million in CVISN grant funding to eligible States to support core and expanded deployment. The FMCSA expects to receive approximately 15 applications. Applications not received by the deadline will be considered on a case-by-case basis for funding, if funding remains available. States' applications for core deployment funds will be considered before applications for expanded deployment.

Section III: Eligibility Information

CVISN funds will be awarded, at the discretion of FMCSA, to State agencies, including the District of Columbia and U.S. territories, that are designated as the lead agency in the State's CVISN Program Plan and Top-Level Design (PP/TLD). Individuals and private entities are **ineligible to receive CVISN funding**.

For a State to be eligible to receive a CVISN grant, SAFETEA-LU Section 4126(e) requires that the State:

- Have a CVISN program plan approved by FMCSA that describes the various systems and networks at the State level that need to be refined, revised, upgraded, or built to accomplish deployment of core capabilities;
- Agree to verify that its systems conform to the national intelligent transportation systems architecture, applicable standards, and protocols for commercial vehicle information systems and networks.
- Certify that its commercial vehicle information systems and networks deployment activities, including hardware procurement, software and system development, and infrastructure modifications—

- √ Are consistent with the national intelligent transportation systems and commercial vehicle information systems and networks architectures and available standards; and
- √ Promote interoperability and efficiency to the extent practicable

Before a State is eligible to receive a core or expanded CVISN grant, it must first submit a Program Plan / Top Level Design (PP/TLD). A grant of up to \$100,000 is available to a State for this purpose. Once the PP/TLD is approved by FMCSA, the State is eligible to apply for a core deployment grant. A State must submit a separate PP/TLD in order to be eligible to receive an expanded CVISN grant.

CVISN Core Deployment Grants

CVISN core deployment grants provide funding for basic CVISN capabilities in the areas of safety information sharing (e.g., inspection reporting), credentials administration (e.g., electronic processing of fees), and electronic screening (e.g., screening vehicles automatically at roadside inspection stations). FMCSA may not award an aggregate total in excess of \$2.5 million in core deployment grants to a State under SAFETEA-LU and its predecessor authorizing statute, the Transportation Equity Act for the 21st Century (TEA-21). States that have not previously received funding for core deployment may be eligible to receive a grant up to \$2.5 million.

States are directed to contact their respective FMCSA State Division Administrator for information regarding the amount they are eligible to receive.

CVISN Expanded Deployment Grants

Expanded deployment grants are awarded to States to develop capabilities beyond the core capabilities. To be eligible for a CVISN expanded deployment grant, States must complete core deployment. As a general matter, FMCSA sends a letter after verifying that the State has completed core deployment. The maximum expanded deployment grant that FMCSA may award a State in any fiscal year is \$1 million.

A State with a Commercial Vehicle Information Exchange Window (CVIEW) system that is offline is no longer considered to have completed core deployment and therefore is not eligible to apply for a CVISN expanded deployment grant until the CVIEW is back online. FMCSA reserves the right to withhold reimbursement of existing funding of a CVISN expanded grant if the State can no longer demonstrate that it has completed core deployment.

A State that has completed core deployment before core deployment grant funds are expended may use the remaining \$2.5 million core deployment funds for expanded deployment activities.

If a core certified State has not been awarded the full \$2.5 million in core deployment funds, the State may apply for the remaining balance. Additionally, Section 4126(c)(3) of SAFETEA-LU allows for a core certified State to apply for up to \$1 million for expanded grant activities in addition to receiving a grant for its remaining core balance. A State must complete two applications to apply for funds under Section 4126(c)(3): one application in the amount of the remaining core balance and another, separate application in the amount of the expanded grant. Two separate applications allow the Agency to track the CVISN financial baseline. States are directed to contact their respective FMCSA State Division Administrator for information regarding the amount they are eligible to receive.

CVISN Match Requirement and Eligible Expenses

As further described below, FMCSA will reimburse up to 50 percent of the State's total program costs that are consistent with the approved project plan. States must provide the remaining 50 percent of the program costs. These matching funds can be in-kind or cash. As examples, eligible sources of matching funds include:

- State or private sector funds dedicated or used for CVISN activities
- State-paid staff salaries
- Equipment or facilities (PrePass, NORPASS equipment, computers)
- Operations and maintenance expenses on CVISN-related systems
- State/private sector funded development of CVISN-related systems
- International Registration Plan / International Fuel Tax Association fees
- Uniform Carrier Registration (UCR) fees*

*UCR fees may be used as a CVISN match for only safety-related projects (e.g., safety information exchange and electronic screening).

Under 4126(f), the total Federal share of the cost of a project payable from all eligible Federal sources shall not exceed 80 percent.

All reimbursable items *must* be necessary, reasonable, allocable, and allowable under [49 CFR Part 18](#) and in [2 CFR Part 225](#) (supersedes OMB Circular A-87). Acquisitions of real property, land, or buildings are NOT eligible expenses under the CVISN grant program. The eligibility of specific items is subject to review by FMCSA. The below list summarizes the *most common* expenses that are eligible for reimbursement:

- Support CVISN Program Management;

- √ Staff Salaries
- √ Support Services
- Ongoing CVISN-related Operations and Maintenance (O&M) expenses;
 - √ System Maintenance costs
 - √ System License fees
- CVISN-related memberships and fees;
 - √ Electronic screening program fees
 - √ Clearinghouse fees
- Clerical and administrative expenses, to the extent necessary and directly attributable to CVISN.

Section IV: Application and Submission Information

The FMCSA utilizes Grants.gov as the primary tool for accepting all grant program applications, including CVISN applications. All FY 2011 CVISN applications must be submitted electronically through this site (www.grants.gov).

To apply, the applicant must complete the Grants.gov registration process. To start registering, click [here](#) and follow the instructions found on the Grants.gov “Get Registered” webpage. The registration process can take between three to five business days or as long as four weeks. Applicants are encouraged to register as soon as possible.

The Catalogue of Federal Domestic Assistance (CFDA, www.cfda.gov/) number for this grant is 20.237.

If an applicant requires special assistance or accommodation associated with submitting this grant application, methods other than Grants.gov are available. Please contact the agency personnel listed in the “Section VII: Agency Contact” below if assistance.

All CVISN applications *must* be submitted through Grants.gov by **11:59 P.M. (ET) on June 30, 2011**. FMCSA will initially consider funding for applications submitted on or before the deadline. After each of those applications has been reviewed, and funding awarded, applications submitted thereafter will be considered on a case-by-case basis, if funds remain available. FMCSA strongly encourages all applicants to submit their applications well in advance of the deadline.

Application Package – Standard Forms

All CVISN applications for FY 2011 *must* include the following forms as provided in the CVISN Application Package:

1. SF-424, Standard Application for Federal Assistance
2. SF-424A, Budget Information for Non-Construction Programs
3. SF-424B, Assurances for Non-Construction Programs
4. SF-GG, Grants.gov Lobbying form
5. *If applicable*, SF-LLL, Disclosure of Lobbying Activities
6. Attachment form*

*This form will be used to submit the supplemental attachments to the grant application.

Standard Forms - Instructions

SF-424 Instructions:

Block 1: Check “Application”

Block 2: Check “New”

Blocks 3, 4, 5, 6 & 7: Leave blank

Block 8: Complete sections a – f. *Block 8f: the point of contact should have actual knowledge of the project applied for and be able to answer technical questions.*

Block 9: Select “State Government” from drop-down menu

Block 10: Enter “DOT/Federal Motor Carrier Safety Administration”

Block 11: The CFDA Number is “20.237”,
The CFDA Title is “FY 2011 Commercial Vehicle Information Systems and Networks Grant Funding”

Block 12: The funding opportunity number should be populated when form is downloaded from Grants.gov. If not, enter the funding opportunity number as reflected in the Grants.gov Grant Application download page.

Title block, Enter “FY 2011 Commercial Vehicle Information Systems and Networks”

Block 13: The competition identification number should be populated when form is downloaded from Grants.gov. If not, enter the competition identification number as reflected in the Grants.gov Grant Application download page.

- Block 14: Enter specific location of program activity, such as cities, counties, states, etc.
- Block 15: Enter a brief, concise title describing the CVISN Deployment project type (e.g. “Core” or “Expanded”)
- Block 16a: Enter the Congressional District in which the applicant’s main office is located
- Block 16b: Enter all Congressional Districts affected by the proposed project, using two characters for the State name and three characters for the District number. For example, California’s 5th Congressional District should be entered as CA-005. If all Congressional Districts throughout the State are affected, enter “ALL” for the District *number*. In this case, the correct entry for California would be CA-ALL.
- Block 17a: Enter anticipated start date for project
- Block 17b: Enter 3 years from anticipated start date
- Block 18a: Enter the amount of Federal funding being requested.
- Block 18c: Enter the amount of matching funds. As provided in SAFETEA-LU Section 4126(f), FMCSA will reimburse up to 50 percent of the eligible participating costs
- Block 18g: Enter the total project plan’s costs, which is the sum of Block 18a and Block 18c
- Block 19: Check box c
- Block 20: Check the appropriate box. If the applicant is delinquent on any Federal debt, an explanation must be attached to the application, using the space provided on the last page of the application form.
- Block 21: Read the certification statement. You must check the “I AGREE” box if you wish to continue with the application process. Complete the information for the Authorized Representative. Fields marked with an “*” are required. The last two boxes on the form, labeled ‘Signature of Authorized Representative’ and ‘Date Signed’ will be completed by grants.gov upon submission.

SF-424A Instructions:

SECTION A – BUDGET SUMMARY

- Block 1a: Enter “FY 2011 CVISN”
- Block 1b: Enter “20.237”
- Block 1e: Enter the Federal funding requested (as in Block 18a of the SF-424).
- Block 1f: Enter the matching funds (as shown in Block 18C of the SF-424)

Block 1g: Enter the sum of Block 1e and Block 1f

SECTION B – BUDGET CATEGORIES

Block 6: In Column (1), enter “FY 2011 CVISN”. Enter the appropriate amounts, as applicable, in lines a through h for the Federally funded portion or the application. In column 2, enter the appropriate amounts in lines a through h for the matching-funded portion of the project. The total amount entered, and shown in Block k of column 5, must equal the amount shown in Block 1g of the form.

SECTIONS C – NON-FEDERAL RESOURCES

Block 8a: Enter “FY 2011 CVISN”

Block 8b, c: Enter match amount

Block 8d: Leave Blank

SECTIONS D – FORECASTED CASH NEEDS

Block 13: Forecast Federal cash needs for each quarter

Block 14: Forecast Non Federal (match) cash needs for each quarter

SECTION E – *Leave this Section Blank*

SECTION F – OTHER BUDGET INFORMATION

Line 21: Enter estimated direct cost as described in the *CVISN Project Plan Financial Budget*.

Line 22: Enter estimated indirect costs based on indirect cost rate approved by the cognizant federal agency.

The applicant should attach any supplemental information that it believes will support its FY 2011 CVISN funding proposal. However, the applicant should limit the information provided to FMCSA to what is needed to evaluate the proposed project. Descriptions of problems and proposed solutions should not exceed ten pages in length unless they involve the most complicated of issues.

Budgets and other information in charts or spreadsheets should be preformatted for printing on standard copy paper.

Mandatory Attachment #1: CVISN PROJECT PLAN APPLICATION TEMPLATES

The *CVISN Project Plan Templates* have been created for FY 2011 CVISN applicants and are available for download in the “FULL ANNOUNCEMENT” link at the top of the FY 2011 CVISN Grants.gov opportunity. These templates are offered for the preparation of a performance-based narrative. Following this format will ensure that the required or needed information is provided, enabling a fair and comprehensive evaluation of grant proposals. The templates are available for States in either the Core or Expanded Deployment stage.

Mandatory Attachment #2: FMCSA ADMINISTRATIVE CAPABILITY QUESTIONNAIRE FOR STATE AND LOCAL GOVERNMENTS

Each State requesting FY 2011 CVISN funds must submit a completed and signed *FMCSA Administrative Capability Questionnaire*. If your Agency has already received FMCSA funding in FY 2011, this attachment is not required.

The *FMCSA Administrative Capability Questionnaire* is available for download in the “FULL ANNOUNCEMENT” link at the top of the FY 2011 CVISN Grants.gov Opportunity.

This *FMCSA Administrative Capability Questionnaire* must be completed, signed and dated by an authorized representative. The FMCSA uses the standards set forth in the Code of Federal Regulations at [49 CFR Part 18](#), [2 CFR Part 225](#), and the [Office of Management and Budget’s \(OMB\) Circular A-133](#), “Audits of States, Local Governments and Non-profit Organizations” to assess the adequacy of administrative management systems. This form is intended to help assess the financial, property management, and other systems of State and Local governments for compliance with Federal financial management standards. Part I asks for some general information relating to your organization’s financial management systems.

Part II asks more detailed questions about those systems. After each question is a citation for the regulation that is the source of that requirement. The relevant regulations may be found at <http://www.dot.gov/ost/m60/grant/49cfr18.htm>, the U.S. Government Printing Office’s site at <http://www.gpoaccess.gov/cfr/index.html>, and the OMB site at http://www.whitehouse.gov/omb/circulars_default/.

If your organization is being considered for an FMCSA grant, and your organizational policies and procedures do not fully cover the areas outlined in the questionnaire, revised or new policies may be necessary to comply with Federal financial management standards.

Mandatory Attachment #3: CVISN KEY CONTACTS FORM

Each State requesting FY 2011 CVISN funds must submit the key contacts form in order to process an application.

The form should be filled in completely; any starred field (marked with an * symbol) is mandatory. For the “Applicant Organization Name” field at the top of the form, we ask that you use the same organization name shown on your original application. *One of the required contact names must be the name of the person in your organization who is authorized to sign the grant award on the organization’s behalf.* Upon completion, please scan and email the form to me at your earliest convenience to avoid delays in processing.

Section V: Application Review

Initially, all application packages will be reviewed for eligibility and completeness. Each complete application from an eligible applicant will then be evaluated by a technical review panel. The panel will evaluate each proposal, based on the following factors:

- Prior performance – Completion of identified programs and goals per the project plan submitted under previous grants awarded to the applicant.
- Effective Use of Prior Grants – The applicant has demonstrated timely use of available funds in previous awards.
- Cost Efficiency – Applications will be evaluated and prioritized on the expected impact on safety and productivity relative to the investment of grant funds. Where appropriate, costs per unit will be calculated and compared with national averages to determine efficiency. In other areas, proposed costs will be compared with historical information to confirm reasonableness.
- Applicability to announced priorities – grant applications that specifically address these issues will be given priority consideration.
- Ability of the applicant to support the strategies and activities in the proposal for the entire project period of performance.
- Use of innovative approaches to address identified safety issues.
- Feasibility of overall program coordination and implementation based upon the project plan.

FMCSA will first consider applications for the Core Deployment of CVISN. After FMCSA has awarded grants for the Core Deployment of CVISN, FMCSA will then use the remaining CVISN funds for proposals for the Expanded Deployment.

Section VI: Award Administration Information

Following final selection, all applicants will be notified of the panel's decision by their respective State's FMCSA Division Office. FMCSA expects to notify applicants within ninety (60) days of the submission deadline (subject to availability of funds) or as soon thereafter as administratively practicable. The grant period of performance will begin upon both parties execution of the grant documents; funds will remain available for expenditure for three years after the execution date.

Notifying Award Recipients

Following the approval of the award recommendations by the Associate Administrator for Enforcement and Program Delivery, the respective State's FMCSA Division Office notifies the award recipient of the decision and provides a Grant Agreement. FMCSA has standard terms and conditions that

must be used with each award. These documents, along with a copy of the approved proposal and budget comprise the grant agreement.

The Grant Agreement requires the recipient to:

- ✓ Carry out the provisions of the program as described in the approved CVISN project plan in a manner acceptable to FMCSA;
- ✓ Submit to FMCSA quarterly reports reflecting the progress of the work, describing the results, and the advancement toward the goals and objectives of the program as described in the application plan;
- ✓ Submit financial reports reflecting expensing to date;
- ✓ Maintain accurate and auditable records to support allowable costs incurred in accordance with (Ref: 2 CFR Part 225, (OMB Circular A-87)), “Cost Principles for State, Local, and Indian Tribal Governments”; and
- ✓ Submit the final claim within 90 days after the completion of the project.

Notifying Unsuccessful Applicants

Applicants not selected for funding will receive written notification, and may request the return of their proposal by contacting their State’s FMCSA Division Administrator.

Section VII: Agency Contact

For more information related to this announcement or application submission, contact your respective [FMCSA Field Office](#), or one of the points of contact below:

Mr. Jose M. Rodriguez
CVISN Program Manager – Technical
Email (preferred): Jose.Rodriguez@dot.gov
Office: 202-366-3517

Ms. Julie Otto
CVISN Grant Manager – Administrative
Email (preferred): Julie.Otto@dot.gov
Office: 202-366-0710

By Mail:
FMCSA
1200 New Jersey Ave, SE
Washington, DC 20590
ATTN: Julie Otto
MC-ESS W63-642

Section VIII: Other Information

FMCSA Website: www.fmcsa.dot.gov