

Notice of Funding Opportunity

Summary Information

Federal Agency Name:	U.S. Department of Transportation (USDOT) Federal Motor Carrier Safety Administration (FMCSA) 1200 New Jersey Avenue SE West Building, Washington, DC 20590
Funding Opportunity Title:	Commercial Motor Vehicle High Priority Enforcement Training and Support Grant Program (HP-ETS) Grant Program
Announcement Type:	Initial
Funding Opportunity Number:	FM-ETS-26-001
Assistance Listing:	20.243
Key Dates:	Application Due Date – April 24, 2026 5:00pm EST
Executive Summary:	<p>The objective of the HP-ETS grant program is to train non-Federal employees who conduct CMV enforcement activities in accordance with Federal Motor Carrier Safety Regulations (FMCSR), Hazardous Materials Regulations (HMR), and the Commercial Vehicle Safety Alliance’s (CVSA) Out-of-Service criteria [1]; and to develop related training materials to increase awareness and education on CMV safety and otherwise improve CMV safety.</p> <p>[1] As required by Section 5202 of the Fixing America’s Surface Transportation (FAST) Act of 2015, FMCSA has adopted via policy the roadside inspectors’ certification standards as developed and maintained by the Commercial Vehicle Safety Alliance (CVSA) Operational Policy 4 – Inspector Training and Certification.</p>

Point of Contact:

Financial application concerns:

Tiffany Boyd

240-948-8780

Tiffany.Boyd@dot.gov

Programmatic application concerns:

Jeanette Staton

202-366-9426

Jeanette.Staton@dot.gov

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SECTION A – PROGRAM DESCRIPTION

Overview and Authorizing Statutes and Regulations

The U.S. Department of Transportation’s Federal Motor Carrier Safety Administration (FMCSA) announces the Fiscal Year (FY) 2026 Commercial Motor Vehicle High Priority Enforcement Training and Support (HP-ETS) Notice of Funding Opportunity (NOFO) to solicit applications from eligible entities to support HP-ETS program activities.

The HP-ETS grant program is governed by 49 U.S.C. §§ 31102(l)(5) and 31104, as modified by Sections 23001(b) and 23005 of the Infrastructure Investment and Jobs Act, Public Law 117-58 (2021). FMCSA intends to make up to three awards totaling \$5,000,000 in FY 2026 under this opportunity as cooperative agreements as defined under 2 CFR § 200.24.

[To the extent permitted by law and to the extent applicable, priority will be given to grant applications in accordance with DOT Order – Ensuring Reliance upon Sound Economic Analysis in Department of Transportation Policies, Program, and Activities.](#)

This NOFO provides important information about the HP-ETS program, highlighting the critical required information related to preparing and submitting an application.

The Federal Assistance Listing is 20.243.

HP-ETS Purpose and Eligibility

As the lead government agency responsible for the regulation and safety oversight of commercial motor vehicles (CMV), FMCSA may award HP-ETS funds for the development and delivery of motor carrier safety training to non-Federal employees.

The objectives of the HP-ETS grant program are (1) to train non-Federal employees who conduct CMV enforcement activities in accordance with Federal Motor Carrier Safety Regulations (FMCSR), Hazardous Materials Regulations (HMR), and the Commercial Vehicle Safety Alliance’s (CVSA) Out-of-Service criteria,¹ and (2) to develop related training materials to increase awareness and education on CMV safety and otherwise improve CMV safety.

HP-ETS

FMCSA may award HP-ETS funds only to nonprofit organizations that have:

- i. Expertise in conducting CMV enforcement and compliance training programs for non-Federal employees; and
- ii. The ability to influence and involve a target population of CMV safety enforcement employees in a training program.

Please note: No for-profit businesses may apply under this NOFO.

HP-ETS Award Performance Goals and Indicators

FMCSA will measure the effectiveness of HP-ETS awards against performance goals. Performance

¹ As required by Section 5202 of the Fixing America’s Surface Transportation (FAST) Act of 2015, FMCSA has adopted via policy the roadside inspectors’ certification standards as developed and maintained by the Commercial Vehicle Safety Alliance (CVSA) Operational Policy 4 – Inspector Training and Certification.

goals will include, but are not limited to, the following:

- **CMV Safety Improvement:** Indicators will include the number of training courses conducted and number of personnel certified to conduct CMV safety and enforcement efforts (inspections, investigations, audits, etc.).
- **Innovative Approach:** Indicators for the effectiveness of different delivery methods and the effectiveness of novel techniques and approaches (program design, use of technology, etc.) to enhance learning and knowledge retention will be drawn from, but not limited to, surveys, instructor evaluations, and standardized exam scores.

Consideration for Funding

HP-ETS funds are awarded through a competitive grant process and no assurance of funding is implied, nor should it be inferred.

FMCSA will consider applications for funding that demonstrate how the applicants will provide comprehensive training to non-Federal personnel in the CMV safety areas identified within this NOFO.

As noted, funds under the HP-ETS will only be awarded to non-profit entities as defined in this document; not for-profit businesses may apply under this NOFO.

General

Applicants seeking funding under the HP-ETS must include detailed descriptions outlining the following components within their application.

- Delivery Methods:** Describe the delivery method(s) for each course, including whether the course will be offered via Instructor-Led Training (ILT), Virtual Instructor-Led Training (VILT), Web-based training (WBT), or a combination of these options.
- Curriculum Development:** Describe how the development of curricula and supporting materials will be accomplished for each delivery method.
- Key Personnel and Instructors:** Applications must include the experience and subject matter expertise of core personnel in the design, development, and delivery of curricula and instructional materials for adult learners across course delivery methods (ILT, VILT, WBT).
- Student Examinations, Record Retention and Reporting:** Describe the process that will be utilized to provide electronic examinations, track results, and report all associated information to FMCSA.

Curriculum Development

Curriculum development is defined as the process of selecting, organizing, executing, and evaluating the learning experiences on the basis of the needs, abilities, and interest of learners.

Organizations seeking funding under HP-ETS must describe the instructional design process that will be utilized in the development, delivery and assessment of courses funded under this NOFO. In addition, applicants must describe the method of course evaluation that will be employed to assess the student reaction to, and effectiveness of, each course included within the application. Examples of instructional system design and program evaluation are provided below. Applicants may elect to use these, or other equivalent models, to achieve the required objectives within this NOFO.

- ADDIE Model of Design: <https://connectdot.connectsolutions.com/addiemodelsop/>
- Kirkpatrick Model of Evaluation: <https://connectdot.connectsolutions.com/kirkpatrick/>

Regardless of the model utilized, applicants must be sure to clearly identify, explain, and justify their approach in the proposal.

Please see Appendix C for additional information and resources on course objectives, curriculum design standards, and the style guides for current training and certification courses provided by FMCSA via its National Training Center (NTC). All courses funded under this NOFO must adhere to Federal Law Enforcement Training Accreditation (FLETA) standards. More information on FLETA may be obtained at <https://www.fleta.gov/>.

Please Note: Any proposed modification(s) to curricula and/or materials must be approved by FMCSA prior to implementation.

Required Courses

The training of non-Federal personnel is crucial to the effectiveness of national CMV safety enforcement and compliance efforts. To ensure that non-Federal personnel conducting safety activities are properly trained and comply with Federal certification and recertification requirements referenced in 49 CFR 350.207(a)(6), applicants are strongly encouraged to submit proposals that comprehensively address all training needs including, but not limited to, inspections, motorcoaches, hazardous materials, new entrant safety audits, and investigatory activities. FMCSA's current certification requirements may be found at <https://www.fmcsa.dot.gov/certification>.

FMCSA has traditionally offered 10 courses covering the three knowledge categories of Inspections (including Motorcoaches); Hazardous Materials; and Investigative/Audit. Awardees will be given the option of utilizing the currently available FMCSA course materials listed below, modifying existing FMCSA materials, or developing their own (adhering to the already established objectives). Applicants should detail in their proposal which option they choose to utilize to provide accurate budget estimates.

Please Note: Any proposed modification(s) to curricula and/or materials must be approved by FMCSA prior to implementation.

The full list of FMCSA certification courses may be found in the table below. When developing activity and budget estimates relating to training courses, organizations must consider the volume and frequency of training needed to adequately address demand. To aid with this requirement, the table below outlines the number of course offerings (mostly in-person) experienced by FMCSA in FY 2024 for the 10 courses covering the previously identified training categories.

Inspection Courses

North American Standard Part A

1,767 Students in FY 2024

<https://fmcsa.lms.dot.gov/course/north-american-standard-part>

North American Standard Part A (Alaska)

No Students in FY 2024

<https://fmcsa.lms.dot.gov/course/north-american-standard-part-alaska>

North American Standard Part B

1,266 Students in FY 2024

<https://fmcsa.lms.dot.gov/course/north-american-standard-part-b>

Passenger Carrier Vehicle Inspection

336 Students in FY 2024

<https://fmcsa.lms.dot.gov/course/passenger-carrier-vehicle-inspection-pcvi>

Hazardous Materials Courses

General Hazardous Materials

719 Students in FY 2024

<https://fmcsa.lms.dot.gov/course/general-hazardous-materials>

Cargo Tank Inspection

576 Students in FY 2024

<https://fmcsa.lms.dot.gov/course/cargo-tank-inspection>

Advanced Roadside for Hazardous Materials

No Students in FY 2024

<https://fmcsa.lms.dot.gov/course/advanced-roadside-hm>

Other Bulk Packaging

575 Students in FY 2024

<https://fmcsa.lms.dot.gov/course/advanced-explosives>

Investigative Courses

Investigative Safety Analysis

78 Students in FY 2024

<https://fmcsa.lms.dot.gov/course/investigative-safety-analysis>

New Entrant Safety Audit

80 Students in FY 2024

<https://fmcsa.lms.dot.gov/course/new-entrant-safety-audit-course>

Optional Courses

In addition to the above required certification courses, applicants may propose training covering other areas relating to CMV safety and enforcement efforts. For example, organizations may include submissions for the creation and deployment of training in the areas of human trafficking, CMV traffic enforcement, interdiction, or other areas as identified by the applicant. When proposing additional training offerings, applicants must include relevant data to support the need for these additional training courses to improve CMV enforcement and/or safety.

Please note that all courses funded under this NOFO must adhere to Federal requirements regarding accessibility by persons with disabilities. Applicants must ensure that this effort and cost is included in their proposal.

Delivery Methods

Please see Appendix C for additional information on course delivery methods.

Web-based Training (WBT) - for the purpose of this NOFO, is defined as training which utilizes the internet for self-paced study as the instructional delivery method. Curriculum and related materials developed for this method will be considered as new development only, since existing FMCSA course materials are not available.

Instructor-Led Training (ILT) - for the purpose of this NOFO, this methodology involves face-to-face, in-person training delivered in a classroom, in the presence of an instructor or facilitator. The topical focus may be either hands-on use of a computer workstation or academic-style lecture and discussion. This methodology may be used as a component in a “blended” approach utilizing alternative methodologies.

Virtual Instructor-Led Training (VILT) - for the purpose of this NOFO, this methodology involves face-to-face instructor-led training delivered virtually, in the presence of an instructor or facilitator. The topical focus may be either hands-on use of a computer workstation (e.g., using the Integrated Library System (ILS)) or academic-style lecture and discussion (e.g., FRBR concepts (Functional Requirements for Bibliographic Records)). This methodology may be used as a component in a “blended” approach utilizing alternative methodologies.

Key Personnel and Instructors Qualifications

Key Personnel

Applicants must list the key personnel (program manager, instructional designer, multimedia developer, and exam administrator) responsible for execution of the proposed activities, including details on their qualifications and responsibilities in relation to the project. These key personnel must include, at a minimum, individuals with sufficient experience in instructional system design, multimedia development, audio/visual production, and exam administration. Resumes outlining professional qualifications of these individuals may be attached to the application in lieu of descriptions in the narrative. Applicants must ensure this information includes key personnel’s experience with ILT, VILT, and/or WBT content delivery methodologies.

Example job descriptions are included below as a reference. Applicants may elect to utilize their own position definitions as appropriate as long as the core requirements indicated above are met.

<https://connectdot.cosocloud.com/position-job-descriptions>

Instructor Qualifications

Instructor training and qualifications are critical to the success of any training program. To ensure that students are being provided the best possible learning environment, applicants must outline the process that will be utilized to select instructors, instructor trainers, and other staff responsible for the delivery of learning content.

Please note that instructors utilized by the grantee must be non-Federal instructors who have successfully completed the FMCSA Instructor Development Program (IDP) and who maintain all FMCSA-required instructor certifications. The IDP is Federal Law Enforcement Training Accreditation (FLETA) certified. More information on FLETA may be found at <https://www.fleta.gov/>.

Student Examinations, Record Retention and Reporting

An assessment and/or examination to measure a student’s knowledge, skill, and ability upon completion of instructional courses is essential. In addition, the safe and secure retention of appropriate student records and reporting of measurable outcomes are crucial to the successful execution of an award.

Student Examination

For the purpose of this NOFO, applicants must articulate within their proposal how student examinations and assessments (upon completion of a course) will be designed, developed,

implemented, and delivered. Organizations must include a description of their secure online exam platform within their proposal. Examination definitions specific to this NOFO include:

- **Course Exam** - written examination taken at the completion of the course to demonstrate proficiency. To be aligned with current requirements for Federal personnel, non-Federal students must score a minimum of 80% to pass an exam.
- **Re-Exam** – written examination taken to demonstrate proficiency when a student has not successfully passed the Course Exam. The student may attempt one Re-Exam and must score a minimum of 80% to pass. A student who does not pass the Re-Exam must complete the course again and pass the written examination with a score of 80% or higher to demonstrate proficiency.
- **Challenge** – written examination to demonstrate proficiency in a discipline when a student has allowed their certification in that discipline to lapse. Students may challenge for each specific discipline once.

As noted, if a student does not pass a written examination with a score of 80% or higher, the student will be required to retake the course and pass the written examination with a score of 80% or higher.

Applicants are encouraged to propose an examination and assessment process that aligns with the current FMCSA model for certification courses. A list of learning objectives, item matrices, and other information pertinent to this model may be found in Appendix C.

Please note: Any course examination modifications must be approved by FMCSA prior to administration.

Record Retention Requirements

The retention of comprehensive student records in a secure, but accessible, electronic format is a requirement under this NOFO. FMCSA's Learning Management System (LMS) will be the official repository for all training information. The recipient must either provide an interface to FMCSA's LMS (without using Federal funds) or input all required information directly into FMCSA's LMS.

In developing proposals in response to this NOFO, applicants must detail how they will address this requirement. A list of potential training record content is included in Appendix C as a reference. Applicants who are awarded funds under this NOFO must submit a record retention policy to FMCSA for approval post-award.

Reporting

The successful awardee must collect and report data in accordance with specific performance measures.

Organizations will be expected to submit reports on a schedule outlined post-award. Applicants must ensure that the systems and processes they propose within their application can provide data in areas including, but not limited to, the number of courses, registrations, students, exam results (passing and failing), certifications/re-certifications approved, and other areas as identified by FMCSA-post- award.

SECTION B – FEDERAL AWARD INFORMATION

Funding and Number of Awards

FMCSA anticipates making up to three awards totaling \$5,000,000, subject to the availability of funds, to applicants under this NOFO.

FMCSA will limit Federal funding to a maximum total amount of \$5,000,000.

Type of Award

Awards under this NOFO will be issued as cooperative agreements.

Degree of Federal Involvement

In accordance with 31 U.S.C. § 6305, FMCSA will award a cooperative agreement when substantial involvement between FMCSA and the recipient is anticipated when carrying out the activity.

For this funding opportunity, substantial involvement includes, but is not limited to:

- FMCSA will administer an Instructor Development Program. In addition, FMCSA will monitor and retain all documentation for certified instructors.
- Project initiation meeting to establish broad objectives and timetables to complete activities as provided in the original application.
- Joint development and FMCSA's prior approval of education materials, reports, etc. as listed in the original application and as part of an approved project.
- FMCSA will assign Subject Matter Experts to monitor courses; provide technical assistance to the recipient; assist with the exchange of ideas and information as necessary and permissible; and perform other actions relating to the monitoring of performance activities under this award.
- FMCSA will assign Master Instructors to conduct Instructor evaluations.
- FMCSA must have access to the recipient's LMS and file-sharing system specific to this NOFO.
- FMCSA's LMS will be the official repository for all training information. The recipient must either provide an interface to FMCSA's LMS (without using Federal funds) or input all required information directly into FMCSA's LMS.
- Joint development and FMCSA's prior approval of grantee policies relating to waivers from class attendance, examinations or other special circumstances.

The recipient also agrees to designate a project manager or key point of contact to work with FMCSA and act as a liaison between the awardee and the Federal Government.

FMCSA will further outline the nature of Federal involvement at the time of award and include additional details, as relevant, in the award documentation.

Period of Performance

The period of performance is the Federal fiscal year in which the award is made plus four additional fiscal years.

Please note: As required in Section D (2)(ii)(c) of this NOFO, applicants must provide a detailed 15-month project timeline inclusive of an initial 3-month transition period, dates, tasks, milestones, and project end-date associated with meeting the performance objectives.

SECTION C – ELIGIBILITY INFORMATION

Eligible Applicants

HP-ETS awards are available only to nonprofit organizations that have:

- Expertise in conducting a training program for non-Federal employees; and
- The ability to reach and involve in a training program a target population of commercial motor vehicle safety enforcement and compliance employees.

Nonprofit organizations may apply for HP-ETS projects related to training non-Federal employees who conduct commercial motor vehicle enforcement activities and development of related training materials.

For-profit organizations are NOT eligible entities.

Cost-Sharing and Matching Requirements

FMCSA will not require a matching share for awards under this NOFO.

SECTION D – APPLICATION AND SUBMISSION INFORMATION

Address to Request Application Package

Potential applicants may obtain all forms at <http://www.grants.gov>. Applicants may also request paper copies of materials at:

Email: FMCSA_GrantMgmtHelpdesk@dot.gov

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

Content and Form of Application Submissions

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

Formatting

The application must follow the format and limitation stated below:

- a. Application must be prepared in 8 1/2 x 11-inch format.
- b. Margins (Top, Bottom, Right and Left) no smaller than 1 inch on all pages (Header and Footer are allowed in the margins).
- c. Times New Roman 12pt. font must be used for all text, including tables and graphs.
- d. Application must be submitted in a format readable by Microsoft (MS) Word, Excel, or in text-searchable PDF formats (as applicable).
- e. The application narrative is limited to 35 total pages (**5-page limit per narrative section, NOT per project**). FMCSA will not read or consider any materials beyond the specified page limit in the application review process. NOTE: The 35-page total limit applies only to the narrative sections. Submission of documentation and forms described in Appendix A will not count against the application page limit.

Narrative Section Requirements

Application narrative packages are limited to 35 total pages (**5-page limit for each narrative section listed below**). **This 35-page limit is per application, not per project.** Submission of all required SF-forms, key contact, attachment forms, and indirect cost (IDC) agreements do not count against the page limitation. While supplemental attachments are allowed, the application's project and budget narratives must include all required information. The narrative sections must indicate when a supplemental attachment needs to be referenced.

To learn more about requirements and for assistance with writing a successful narrative, please refer to the [Best Practices document](#), which includes examples of each section below.

The application must include the following sections in consecutive order for each of the proposed projects:

a. Brief Introduction – up to 5 page maximum

Provide a description of the purposes for the project. This section must include the intended outcome(s) of the proposed project.

b. Performance Objectives – no more than 5 pages

Provide a description of the applicant's anticipated quantifiable performance objective(s). These objectives can be measured in numbers, percentages, or other forms that accurately measure the outputs and outcomes the applicant anticipates will result from implementing the strategies and activities proposed based on NOFO requirements. Objectives must be SMART: Specific, Measurable, Achievable, Realistic, and Time Bound. Please note that applicants must include expected performance objectives for each project included in the application.

When creating performance objectives in response to the NOFO, applicants should consider objective examples for each of the courses that will be delivered. Examples include but are not limited to the number of students trained in each course, what development projects will be undertaken, etc.

c. Project Activity Plan – up to 5 page maximum

Provide a description of the activities the applicant will conduct to address the training requirements identified within the proposal and how the performance objective(s) and outcome(s) will be achieved. The description must include specific strategies relating to the initial transition period, course development, implementation, evaluation, and other areas highlighted in Section A of this NOFO. Information must include: (1) Personnel summary inclusive of the number of personnel assigned to the project, their percentage of time dedicated to the project, and total number of hours needed to complete the project. (2) Level of effort summary inclusive of the number and frequency of activities, number of courses provided, types of courses provided. (3) A detailed 15-month project timeline inclusive of an initial 3-month transition period, dates, tasks, milestones and project end-date associated with meeting the performance objectives. Please note that applicants must carefully read Section A to ensure that all required areas are addressed within their Project Activity Plan.

d. Performance Measurement Plan – up to 5 page maximum

Provide a description of how the applicant will measure progress towards achieving the performance objective(s). The measurement must include quantifiable and measurable outcomes and outputs (for example number of students trained, number of courses offered, number pass/failed, etc.). The measures must include specific targets/benchmarks that can be reported in the quarterly progress report and annual outcomes which will gauge the progress being made on achieving the objectives and activities identified for each project.

e. Reporting Plan – up to 5 page maximum

Provide a description of the applicant's method for ongoing monitoring of the progress of the project. This should include who will conduct the monitoring, the frequency with which it will be carried out, and how and to whom reports will be made as defined in Section A (c) - Reporting.

Each report shall provide concise statements concerning activities relevant to the project,

including activity and performance metrics directly relating to the performance of grant activities during that period. Applicants must state, as specifically as possible, what metrics they anticipate reporting within this section of their application.

f. Budget Narrative – up to 5 page maximum

Provide a description, by budget category (object class), that details the costs necessary to complete the proposed projects. A well-written budget narrative ensures that the applicant has properly documented proposed costs. To allow reviewers to evaluate the reasonableness, necessity, and allocability of all costs, budget narratives must include budget justifications broken out by individual objectives. The level of detail must be sufficient to justify the funding requested. Please do not give bundled cost for expenses such as travel, equipment, supplies, conferences, etc. For example, travel cost must be broken out to show per person itemized cost of airfare, lodging, miles, etc.

The budget narrative must match the SF-424A Budget Categories Columns. **DO NOT include cents for Federal costs on the SF-424, SF-424A, and budget narrative.**

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

For instructions on completing the SF-424 and SF-424A, please go to Grants.gov, <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

The below section provides exceptions to the SF-424 and SF-424A forms instructions and highlights key areas.

Budget narrative template is included with the HP-ETS application package on Grants.gov. **Applicants are strongly encouraged to use the template to aid with developing a responsive budget narrative.**

Please refer to the following links for cost eligibility information:

- [MCSAP Comprehensive Policy](#)
- [Code of Federal Regulations - 2 CFR 200 Uniform Administrative Requirements](#)

SF-424 and SF-424A

SF-424, Item (8), Entry (f) – Must reflect the first and last name (required); prefix, middle name, suffix, title. The individual listed here is designated by the applicant entity as the point of contact (POC) for matters involving this application. It is critical that the applicant correctly designate and list its intended POC, in addition to the authorized representative/signatory listed under **Item (21)**, as these names will be used to generate the Notice of Grant Agreement (NGA).

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

SF-424, Item (18) – Entry (a) must reflect the total estimated Federal funding requested to complete the project plan. As no match/cost sharing is required under this NOFO, enter “0” in **Entry (b)**. **Entry (g)** must equal the total project amount, which is the sum of entries (a) and (b). The value of in-kind

contributions should be included on the appropriate lines, as applicable. **All costs must be rounded to the nearest whole dollar amount.**

SF-424A, Section A - Budget Summary – Must reflect the Federal share in column (e), and the total cost per project in column (g). Each project in the application will be shown on lines (1) through (4), as applicable with the total for each column on line 5. Note line 5 columns (e), (f), and (g) must reconcile with SF-424 field 18, as described above. **All costs must be rounded to the nearest whole dollar amount.**

SF-424A, Section B - Budget Categories - Capture the total amount per object class categories, as applicable. In columns (1) through (4), enter the titles, that match narrative title, for each of the proposed projects that match the title in Section A and the project plan.

Please note, the SF-424A covers the life of the project costs, and not just the first year (as stipulated in the SF-424A instructions). Section B must be completed. **All costs must be rounded to the nearest whole dollar amount.**

For full instructions on completing these forms, please go to:

<https://www.Grants.gov/web/grants/forms/sf-424-family.html>.

Unique Entity Identifier and System for Award Management (SAM)

The applicant must:

- i. Be registered in the System for Award Management (SAM) before submitting an application at <https://www.sam.gov>;
- ii. Obtain and use a unique entity identifier (UEI) created in SAM.gov; and
- iii. Accept the financial assistance certifications and representations required for (non-Federal entities) during the SAM.gov registration and/or renewal process per 2 CFR § 200.209.

The applicant must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete.

If an applicant has not fully complied with these requirements by the time FMCSA is ready to make a Federal award, FMCSA may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

Submission Dates and Times

Deadline

FULL AND COMPLETE APPLICATIONS FOR HP-ETS Financial Assistance ARE DUE ON **April 24, 2026 by 5:00 pm EST**. Once Grants.gov has received your submission, you will receive email messages to advise you of the progress of your application through the system. Over the next two business days, you should receive two emails: (1) confirming application receipt by the Grants.gov system; and (2) indicating that the application has either been successfully validated by Grants.gov

prior to transmission to FMCSA or has been rejected due to errors. The applicant assumes all responsibility for a timely and complete application submission. See <https://www.grants.gov/applicants/apply-for-grants.html> for more information related to submitting the application on Grants.gov.

Consideration of Applications

Only applicants who comply with all submission deadline requirements described in this NOFO and electronically submit valid applications through Grants.gov will be eligible for consideration of award. Applicants are strongly encouraged to make submissions well in advance of the deadline.

Late Applications

FMCSA will not consider a late application except under extraordinary circumstances. A late application will be accepted only if there is a large-scale natural disaster or a significant Grants.gov system issue that threatens the timely submission of a grant application. Problems with computer systems at the applicant organization (excluding verified cyber-attacks), failure to follow the application instructions, or failure to submit or complete the program application or complete required registrations by the submission deadline are not considered extraordinary circumstances.

Intergovernmental Review

The funding opportunity are subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." The States with a Single Point of Contact (SPOC) and therefore a requirement to comply with E.O. 12372 are listed at the Office of Management and Budget's website: <https://www.whitehouse.gov/omb/>

Funding Restrictions

HP-ETS funds are awarded through a competitive evaluation process and are not guaranteed. All funding decisions will be made based on meeting the requirements of the NOFO, FMCSA's national priorities, and the merits of the respective applications.

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

- [MCSAP Comprehensive Policy](#)
- [Code of Federal Regulations - 2 CFR 200 Uniform Administrative Requirements](#)

In accordance with the provisions of 49 CFR Parts 350.415 and 350.417 and the Federal Uniform Administrative Requirements Cost Principles, the eligibility of all expenditures is subject to review by FMCSA.

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

FMCSA will not provide reimbursement for indirect costs (IDCs) if an approved IDC rate agreement was not in place for the period of time when the IDC expenses were incurred. If claiming IDC charges, the grant recipient must include an active approved IDC agreement with the application submitted for

funding. Should the grant recipient fail to provide an approved agreement during the pre-award phase and a grant is awarded, the grant recipient will have 90 days from the date of award acceptance to provide a copy of the IDC agreement. If FMCSA does not receive the required documentation within the allocated time frame, the grant recipient will not be reimbursed for indirect charges for that fiscal year. Once an approved rate is provided to FMCSA, the grant recipient will then be allowed to claim IDCs in the fiscal year following the fiscal year of the award. 2 CFR Part 200.414(c).

Any non-Federal entity that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in appendix VII of 2 CFR Part 200, may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. No documentation is required to justify the 10% de minimis IDC rate. 2 CFR Part 200.414(f).

All FMCSA grant programs are cost reimbursable, which means that grant recipients must first incur costs before submitting a request for reimbursement to FMCSA for costs associated with approved activities identified in the cooperative agreement. Recipients will be reimbursed by FMCSA for actual costs incurred provided that the costs are reasonable, approved, allowable, and allocable in accordance with the OMB regulations and FMCSA policy, within the approved budget, and supported by documentation. Recipients must request reimbursement at least once each quarter.

Consistent with [2 CFR 200.458](#), as applicable, FMCSA will only approve pre-award costs if such costs are incurred pursuant to the negotiation and in anticipation of the cooperative agreement and if such costs are necessary for efficient and timely performance of the scope of work. Under [2 CFR 200.458](#), grant recipients must seek written approval from FMCSA for pre-award activities to be eligible for reimbursement under the grant. Activities initiated prior to the execution of a grant or without FMCSA's written approval may be ineligible for reimbursement.

Grant recipients must submit requests for reimbursement electronically through the Delphi eInvoicing System (iSupplier). Additional information is available at: <https://www.transportation.gov/cfo/delphi-einvoicing-system>.

FMCSA will not provide reimbursement for salary-related bonus payments, either as a direct or IDC. Bonus costs are not a necessary expense under FMCSA awards. See 2 CFR Part 200, Subpart E; 2 CFR Parts 200.403 – 200.405.

Other Submission Requirements

Applications must be submitted electronically via <https://www.grants.gov> as described above in this section. In the event of system problems or technical difficulties with the application submittal, please call 1-800-518-4726 or email support@grants.gov 24 hours a day, 7 days a week (closed on Federal holidays). To submit an application through *Grants.gov*, applicants must:

- i. Create a username and password;
- ii. Establish an E-Business POC in order to respond to the registration emails; and
- iii. Establish at least one Authorized Organization Representative (AOR).

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

Funds, Sources and Uses of Project Funds

Project budgets should show how different funding sources will share in each activity and present the data in dollars and percentages. The budget should identify other Federal funds the applicant is applying for, has been awarded, or intends to use. Funding sources should be grouped into three categories: non-Federal, current HP-ETS application, and other Federal. The budget should identify specific amounts for each funding source.

Sharing of Application Information

The Department may share application information within the Department or with other Federal agencies if the Department determines that sharing is relevant to the respective program's objectives.

SECTION E – APPLICATION REVIEW INFORMATION

Criteria

Eligibility Criteria

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

Application Eligibility Criteria	Instructions
Deadline submission was met	Section D.3.i
Applicant eligibility was met	Section A.2, C.1 & E.1
SAM Registration	Section D.2.ii
SF-424 Application for Federal Assistance	Section D.2.ii
SF-424 includes a UEI	Section D.2.iii
SF-424A, Budget Information Form	Section E.1.ii
Budget Narrative	D.2.ii
Application/Project Narrative	D.2.ii
Any other applicable Grants.gov document or attachment listed in Appendix A	Appendix A
Does the application include a draft Title VI Compliance Plan and Assurance, or an updated previously approved Plan that was provided to FMCSA OCR for review, comments, and/or edits?	Section D.7. & F.2.

Merit Evaluation Criteria

FMCSA subject matter experts will review all eligible applications using the following Merit Evaluation Criteria: Technical Merit Criteria; Budget Cost Analysis Criteria; Program-Specific Criteria; Past Performance Criteria; and Other Review Information.

Technical Merit

The criteria are related to the technical and programmatic merit of an application. FMCSA will consider the extent to which the applications:

- Utilize a data-driven approach to clearly articulate the problem(s) the project(s) seek to address;
- Include components that address specific HP-ETS national priorities;
- Include proposed methodology that meets the stated objectives of the NOFO;
- Propose work that identifies and/or makes progress on new/existing concepts;
- Propose work that fully addresses the national training needs of non-Federal personnel and is based on sound principles to measure performance and gauge project success;

- Include staffing resource allocations sufficient to achieve the program objectives;
- Demonstrate appropriateness, rationale, and completeness of the proposed statement of project objectives;
- Include clearly identified quantifiable performance objectives and measurements, such as the number and types of courses to be offered, frequency of course offerings, student enrollment targets, pass/fail rates, etc.;
- Represent a diversity of technical approaches and support innovation in course delivery methods;
- Include efforts that are complementary and not duplicative, which, when taken together, will best achieve the programs objectives; and
- Provide different kinds and sizes of organizations to provide a balanced programmatic effort and a variety of different technical perspectives.

Budget/Cost Analysis Criteria

Budget-related criteria include: whether costs are allowable in accordance with Federal grant requirements; the appropriateness and reasonableness of the budget estimate; and the reasonableness and feasibility of the schedule relative to the application timeline. The budget should describe specific activities that support the objective(s) of the program.

FMCSA will evaluate applications and other information, including, but not limited to, the following:

- Elements of work included in the application have associated budget costs and, conversely, all elements in the applicant's budget have corresponding work elements included in the application.
- Costs are allowable, allocable, necessary, and reasonable per 2 CFR Part 200.
- Costs in a particular cost category have been properly identified as allowable, with the necessary detail for its use, and are not duplicative to the other budget line items..
- All equipment, training, and travel components are clearly linked to the project objective(s) and are necessary to adequately compensate, equip, train, and enable personnel to conduct the activities included in the project plan.
- A suspension and debarment review that included a review of the applicant and a check against the records in SAM ensures that the applicant is not suspended or debarred and does not have any unpaid Federal tax liability. Please note that an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- Any applicant-included comments, which FMCSA will review, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR [Part 200.206](#) (Federal awarding agency review of risk posed by applicants).
- An evaluation of the applicant's Single Audit in accordance with OMB Uniform Guidance Audit Requirements 2 CFR Part 200 Subpart F, grantees shall provide copies of the audit reports to the Federal Audit Clearinghouse (FAC) (see 2 CFR Part 200.512 (b)). This is only applicable and Federally mandated to recipients that expended \$750,000 or more in Federal awards during their fiscal year. FMCSA may, at its discretion, request further information and/or conduct an

audit to confirm compliance as indicated on the SF-LLL – Disclosure of Lobbying Activities form, as provided for in the United States Code or the Code of Federal Regulations.

Program-Specific Criteria

The application must indicate how the applicant intends to carry out training activities that address the certification needs of non-Federal personnel responsible for CMV safety and enforcement activities in alignment with FMCSA safety priorities and statutory requirements that will likely achieve successful completion within the award's period of performance.

This relates to program-specific policy areas such as statutory references, published policy documents, etc., that may factor into an award recommendation.

HP-ETS program-specific factors may include, but are not limited to:

- The extent to which the project(s) proposes and supports the delivery of training courses that comprehensively address the certification and training requirements of all non-Federal personnel engaged in commercial motor vehicle safety inspections, hazardous materials enforcement, and investigatory activities.
- The extent to which the project proposes a method(s) of curriculum design and course evaluation that meets or exceeds industry best practices for adult learners in a professional certification course.
- The extent to which a project proposes multiple methods of course delivery and evaluation, supported by appropriately qualified and experienced key personnel.
- The extent to which any contractors or sub-awardees that the applicant will use to implement and manage this effort are similarly qualified and experienced in implementing projects of similar design or magnitude.
- The extent to which an application demonstrates an effective approach to instructor selection, training, and evaluation.
- The extent to which a proposal describes an applicant's approach to course assessment, student examination, and record retention that adheres to Federal and industry standards/best practices and is responsive to the need for data sharing and regular communication between the applicant and FMCSA.

Past Performance Criteria

Applicants that have previously received FMCSA grant funding will be evaluated in part on their past ability to complete prior awards on time, their compliance with those grant terms and conditions, including review of any financial and performance quarterly reports, and the results of any FMCSA grant monitoring activities, to include budget execution, original budget vs. final budget, and unexpended balances.

Applicants who have not previously received grant funding from FMCSA are not subject to this review, and their applications will not be eliminated from funding consideration for failure to show past performance.

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

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

under applicable Federal regulations.

- The applicant successfully performs and manages current project tasks (e.g., within budget and on schedule).
- There are any issues or findings from monitoring activities (e.g., audit, program, or process reviews) where the applicant violated the grant terms and conditions.
- The applicant's previous performance and financial reports were submitted late, incomplete, or incorrect; and/or the applicant has consistently requested additional time to complete the reports.
- Whether the recipient has high undelivered order (UDO) balances from prior grants awarded for similar activities.

Other Selection Considerations

After applying the above criteria, FMCSA will take into account the following key Departmental objectives:

- [DOT Order 2100.7](#): The Department intends to apply principles from the DOT Order 2100.7, Ensuring Reliance Upon Sound Economic Analysis in DOT's Policies, Programs and Activities when evaluating applications and making award selections. To the maximum extent permitted by law, FMCSA will prioritize projects that are in alignment with the principles outlined in DOT Order 2100.7.
- Families First: Additionally, FMCSA will prioritize projects that align with the Administration's focus on the American family and ensuring a more seamless travel experience.

Review and Selection Process

Review Process

FMCSA will review all eligible applications received by the application deadline according to the merit evaluation criteria outlined in the sections above. The review and selection process will consist of an intake/eligibility criteria review, a technical and budget review, a program office review, and final selection. During the technical and budget review, FMCSA technical and financial staff members evaluate applications, applying the evaluation criteria, and submit their assessments to the program office. Then, the program office will consider the results of the evaluations according to the technical merit, budget review/cost analysis, program-specific, past performance, and other review criteria, described in the sections above, and assign ratings as described below. The program office will recommend the initial selection of projects for the FMCSA Administrator's review. Finally, the FMCSA Administrator will select awards for approval.

Ratings

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

- **Highly Responsive:** Applicant fully addresses all aspects of the merit evaluation criteria, convincingly demonstrates that it will meet requirements identified in the NOFO and demonstrates minimal or no weaknesses.
- **Responsive:** Applicant addresses most aspects of the merit evaluation criteria and demonstrates the ability to meet the requirements identified in the NOFO, but the application

contains weaknesses. These weaknesses may be addressed by recommending the award and including a specific programmatic or administrative post-award term and condition, or a reduction to the requested funding. Applicant otherwise fully addresses all aspects of the criteria and demonstrates the likelihood of meeting the Government's requirements.

- **Not Responsive:** Applicant does not sufficiently address the merit evaluation criteria and/or failed to submit required documentation. For example, the application is missing a budget, the project narrative lacks a clearly defined problem statement, has missing objectives, an insufficiently detailed activity plan, etc. The information the applicant has presented indicates a strong likelihood of failure to meet the Government's requirements and/or adherence to application submission requirements.

Applicant Information

As determined necessary to support the evaluation and selection process, FMCSA may conduct discussions with applicants to clarify elements of the technical and budget applications, seek additional information as to whether the project can be completed with a reduced award, and request additional detailed and itemized cost information, such as the SF-424, SF-424A, project plans, and budget narratives.

Additional Information: Risk Assessment

Prior to award, each selected applicant will be subject to a risk assessment, as required by [2 CFR Part 200.206](#). Depending on the level and severity of FMCSA's risk assessment findings, FMCSA may determine that the applicant is not qualified to receive the award. FMCSA may also impose additional grant award terms and conditions above its customary general terms and conditions.

The risk assessment is conducted in several parts:

- A debarment and suspension review that includes a check against the records in SAM (currently the Federal Awardee Performance and Integrity Information System).
- An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- FMCSA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR [Part 200.206](#).
- An evaluation of the applicant's Single Audit in accordance with OMB Uniform Guidance Audit Requirements 2 CFR Part 200 Subpart F, if applicable. FMCSA may, at its discretion, request further information and/or conduct an audit to confirm compliance as indicated on the SF-LLL – Disclosure of Lobbying Activities form, as provided for in the United States Code or the Code of Federal Regulations.

SECTION F – AWARD NOTICES

Federal Award Notices

Following the evaluation outlined in Section E, the Notice of Grant Agreement (NGA) signed by FMCSA's Grant Officer is the authorizing financial assistance document. The NGA will be sent through GrantSolutions, and it must be accepted by the recipient as soon as possible. FMCSA may approve full or partial funding of a grant application. The NGA issued to the recipient will specify whether the award is a grant or a cooperative agreement and will include any specific award terms and conditions, if applicable.

After the application review process, FMCSA may need to contact the applicant with additional questions or for clarification of the application's components. This contact between applicants and FMCSA does not constitute any assurance that funding will be awarded. FMCSA also reserves the right to determine the amount of awarded funding, including but not limited to factors such as reductions in the scope of work, funding level, period, or method of support, prior to recommending any project for funding. Although the process is intended to be collaborative, FMCSA reserves the right to make final decisions on all awards. If being considered for funding, applicants may be required to submit an updated SF-424, SF-424A, supplemental budget, or project narrative based on a partial or modified grant recommendation.

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

Acceptance of the grant award constitutes the recipient's agreement to comply with all applicable statutes, regulations, executive orders, OMB circulars, and terms and conditions of the award, including the reporting requirements shown below.

FMCSA will send a letter to notify those who were not funded with suggestions for how applications can be improved for the next grant cycle. FMCSA does not have an appeal process for unsuccessful applications for competitive grant funds.

SECTION G – POST-AWARD REQUIREMENTS AND ADMINISTRATION

1 Administrative and National Policy Requirements

All awards will be administered pursuant to the **Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR part 200, as adopted by DOT at 2 CFR part 1201**. Federal wage rate requirements included in subchapter IV of chapter 31 of title 40, U.S.C., apply to all projects receiving funds under this program, and apply to all parts of the project, whether funded with HP-ETS grant funds, other Federal funds, or non-Federal funds. In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of Federal law, including, without limitation, the Constitution of the United States; the conditions of performance, non-discrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of the Department of Transportation; and applicable Federal financial assistance and contracting principles promulgated by the Office of Management and Budget. In complying with these requirements, recipients, in particular, must ensure that no concession agreements are denied or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If DOT determines that a recipient has failed to comply with applicable Federal requirements, DOT may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds. Additionally, applicable Federal laws, rules and regulations of the relevant operating administration administering the project will apply to the projects that receive HP-ETS grant awards, including planning requirements, Service Outcome Agreements, Stakeholder Agreements, Buy America compliance, and other requirements under DOT's other highway, transit, rail, and port grant programs. For projects that are eligible under HP-ETS but are not eligible under DOT's other programs or projects that are eligible under multiple DOT programs, the HP-ETS program will determine the appropriate requirements to ensure the project is delivered consistent with program and Department goals. In particular, Executive Order 14005 directs the Executive Branch Departments and agencies to maximize the use of goods, products, and materials produced in, and services offered in, the United States through the terms and conditions of Federal financial assistance awards. If selected for an award, grant recipients must be prepared to demonstrate how they will maximize the use of domestic goods, products, and materials in constructing their project. HP-ETS grant projects involving vehicle acquisition must involve only vehicles that comply with applicable Federal Motor Vehicle Safety Standards and Federal Motor Carriers Safety Regulations, or vehicles that are exempt from Federal Motor Vehicle Safety Standards or Federal Motor Carrier Safety Regulations in a manner that allows for the legal acquisition and deployment of the vehicle or vehicles.

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

Compliance with Federal Laws and Policies

Except where prohibited by court order, the applicant assures and certifies, with respect to any application and awarded Project under this NOFO, that it will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds.

Domestic Preference Requirements

As expressed in Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers (86 FR 7475)23, the Executive Branch should maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. HP-ETS Grants projects that are considered "projects for infrastructure" will be subject to the domestic preference requirements at § 70914(a) of the Build America, Buy America (BABA) Act, Pub. L. No. 117-58, div. G, tit. IX, subtitle. A, 135 Stat. 429, 1294 (2021) and Office of Management and Budget (OMB) Memorandum M-22-11, "Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure." Projects that are not considered "projects for infrastructure" will be subject to requirements of the Buy American Act, Pub. L. No. 72-428, as codified at 41 U.S.C. §§ 8301-8303. Note that when using HP-ETS Grants funds, Buy America (49 U.S.C. 5323(j)) (formerly sec. 165 of the Surface Transportation Assistance Act of 1982 (Pub. L. 97-424)) provisions do not apply. After funding decisions are made by the Department, the FMCSA Grants Management Office will coordinate with grant recipients on whether their projects are designated as "projects for infrastructure."

Civil Rights and Title VI

As a condition of a grant award, grant recipients should demonstrate that the recipient has a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR § 21), the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act, all other civil rights requirements, and accompanying regulations. This should include a current Title VI plan, completed Community Participation Plan, and a plan to address any legacy infrastructure or facilities that are not compliant with ADA standards. DOT's and FMCSA's Office of Civil Rights may work with awarded grant recipients to ensure full compliance with Federal civil rights requirements. (ADA) FMCSA's

Except where prohibited by court order, pursuant to Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity, as a condition of grant award, each Recipient must agree that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code. Except where prohibited by court order, pursuant to Executive Order 14173, Ending Illegal Discrimination and Restoring Merit- Based Opportunity, as a condition of grant award, each Recipient must certify that it does not operate any programs promoting diversity, equity, and inclusion (DEI) initiatives that violate any applicable Federal anti-discrimination laws.

Program Requirements Critical Infrastructure Security, Cybersecurity, and Resilience

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

Compliance with Federal Law and Policies

The applicant assures and certifies, with respect to any application and awarded Project under this NOFO, that it will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds and will cooperate with Federal officials in the enforcement of Federal law, including cooperating with and not impeding U.S. Immigration and Customs Enforcement (ICE) and other Federal offices and components of the Department of Homeland Security in the enforcement of Federal law.

Performance and Program Evaluation

As a condition of grant award, grant recipients may be required to participate in an evaluation undertaken by DOT or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. DOT may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor or DOT staff; (2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested, and; (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

Recipients and subrecipients are also encouraged to incorporate program evaluation, including associated data collection activities from the outset of their program design and implementation, to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), P. L. 115-435 (2019) urges Federal awarding agencies and Federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” See [5 U.S.C. § 311](#). Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics. See OMB Circular A-11, Part 6 Section 290.

For grant recipients receiving an award, evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. See [2 CFR § 200](#).

Reporting

The cooperative agreement terms and conditions outline the reporting requirements that the recipient must meet after the award. Reporting responsibilities include quarterly program performance reports using the Performance Progress Report (SF-PPR) and quarterly financial status using the Federal Financial Report (SF-425, also known as the FFR). Recipients must submit financial and performance reports electronically through GrantSolutions; contact the points of contact listed in the overview of the funding notification for additional information.

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

SECTION H – FEDERAL AWARDING AGENCY CONTACTS

For questions about this NOFO, please contact FMCSA's Grants Management Office:

- Email:** FMCSA_GrantMgmtHelpdesk@dot.gov
- Mail:** U. S. Department of Transportation
Federal Motor Carrier Safety Administration
Grants Management Office (MC-BG)
1200 New Jersey Ave, SE
Washington, DC 20590
- Office hours:** 9 a.m. to 5 p.m., Eastern Time
Monday through Friday, except Federal holidays.

SECTION I – OTHER INFORMATION

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

FMCSA plans to conduct an informational web-based conference for all prospective applicants. During this conference, FMCSA staff will review NOFO requirements at a high level; share best practices and lessons learned; and answer questions from prospective applicants as allowed by FMCSA policy. Please check for updates using the Funding Opportunity Number assigned to this award at: www.grants.gov or subscribe to email notifications, as described above.

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

In addition, links to best practices and tips for completing a grant application can be found below:

- [HP Grant Best Practices](#)
- [HP Grant Resource Guide](#)

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

- **[Appendix A](#)**: Application Package Requirements Checklist
- **Appendix B**: Fiscal Year (FY) 2025 Budget Template
- **Appendix C**: Curriculum and Instructor Development

APPENDIX A – APPLICATION PACKAGE REQUIREMENT CHECKLIST

Below is a non-exhaustive list of documents necessary for a responsive grant application. This list is intended to assist applicants in compiling their application. However, because the required documents may differ slightly based on the nature of the grant application, applicants should not rely solely on this checklist and must still read the entire NOFO to ensure that they have included all required documents.

FMCSA reserves the right to request additional documentation or information to confirm compliance with applicable laws.

Document Name	Document Description and Location Information	Submit in:
Project Narrative	Project narrative must include: Brief Introduction; Performance Objective; Project Activity Plan; Performance Measurement Plan; Reporting Plan; and Budget Narrative. For detailed requirements review Section D Narrative Requirements.	Grants.gov
Budget Narrative	Provide a description of the expenses by budget category which match the application's SF-424a Budget Categories columns for each project . Must include a detailed justification for the costs necessary to complete the proposed project. The level of detail should be sufficient for the reviewer to evaluate expenses are necessary, reasonable, allowable and allocable as established by 2 CFR part 200). All line items must be rounded to the nearest whole dollar amount. For detailed requirements review Section D Narrative Requirements. Applicants are strongly encouraged to use the budget narrative template included in the HP-ETS application package on Grants.gov.	Grants.gov

<p>SF-424 Application for Federal Assistance</p>	<p>Required standard application form for all requests for Federal assistance. Form requests contact information for: (1) Lead Principal Investigator or Program Director (program/project manager) [enter in Box 8f]; and (2) Authorized Representative (AR) Official (authorized signer) [enter in AR section following Box 21]. Available in the Grants.gov application package.</p>	<p>Grants.gov</p>
<p>SF-424A Budget Information for Non- Construction Programs</p>	<p>Required standard budget form for requests for Federal assistance. Available in the Grants.gov application package.</p>	<p>Grants.gov</p>
<p>SF-424B Assurances for Non-Construction Programs</p>	<p>Standard assurances form associated with accepting Federal assistance funds. This document indicates that the organization is in substantial compliance with various programs, regulations, and Federal laws for a non-construction program. Available in the Grants.gov application package.</p>	<p>Grants.gov</p>
<p>Lobbying Form</p>	<p>Required form that allows organizations to indicate that they do not engage in lobbying activities. Available in the Grants.gov application package.</p>	<p>Grants.gov</p>
<p>SF-LLL Disclosure of Lobbying Activities (if applicable)</p>	<p>Standard form to report their lobbying activities if applicable. Available in the Grants.gov application package.</p>	<p>Grants.gov</p>

<p>Key Contacts Form</p>	<p>Required for additional contacts that are NOT already on the SF-424 form for the GrantSolutions roles of: Authorized Representative Official (authorized signer); Principal Investigator or Program Director (program/project manager); and Financial Official (person who files FFR's in GrantSolutions)</p> <p>NOTE: If more than one individual is designated in the same role, one individual must be identified as primary. Review the instructions. Available in the Grants.gov application package.</p>	<p>Grants.gov</p>
<p>Attachment Form</p>	<p>Form used to submit supplemental attachments to support the grant application. Available in the Grants.gov application package.</p>	<p>Grants.gov</p>
<p>Indirect Cost Rate Agreement (If Indirect Costs are included in applicant budget)</p>	<p>Applicant's signed current approved indirect cost (IDC) rate from the cognizant Federal agency or letter of renewal to cognizant agency for rate establishment or adjustment. If claiming IDCs, the grant recipient must include an active approved IDC agreement with the application submitted for funding. Should the grant recipient fail to provide an approved agreement during the pre-award phase and a grant is awarded, the grant recipient will have 90 days from the date of award acceptance to provide a copy of the IDC agreement. If we do not receive the required documentation within the allocated time frame, the grant recipient will not be reimbursed for indirect charges for that</p>	<p>Grants.gov</p>

	<p>fiscal year. Once an approved rate is provided to FMCSA, the grant recipient will then, be allowed to claim Indirect cost in the following fiscal year of the award. 2 CFR § 200.414 (c).</p> <p>Any non-Federal entity that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in appendix VII to 2 CFR part 200, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. No documentation is required to justify the 10% de minimis indirect cost rate. 2 CFR § 200.414(f).</p>	
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APPENDIX B – BUDGET NARRATIVE GUIDANCE

What is a Budget Narrative?

The budget narrative explains the “what,” “how,” and “why” of each line-item cost to carry out grant project goals, objectives, and activities. A budget narrative explains each budget component that supports the costs of the proposed work and should describe why each budget item is required to achieve the proposed project goals and objectives. It should also explain in detail how budget costs were calculated to support the cost being reasonable and allocable. Objectives must be SMART: Specific, Measurable, Achievable, Realistic, and Time Bound.

The budget narrative should be clear, specific, detailed, and mathematically correct. Be sure to round all requested Federal funds and match to the nearest whole dollar. Please ensure the budget narrative totals match the SF-424A budget categories by project that is being requested.

FMCSA reviews the budget narrative to confirm that costs are allowable, allocable, necessary, and reasonable. A well-developed budget narrative is also an effective management tool; a budget that doesn't represent a project's needs makes it difficult to recommend for funding and to assess financial performance over the life of the project. The budget narrative serves a number of critical functions:

- Describes your need for or the necessity of an expense, and what cost allocation base is being used if it benefits more than ETS purposes;
- Documents how reasonable the request is and conveys your judgment as well as the feasibility of the project based on available and proposed resources;
- Helps FMCSA review high-risk cost items to determine funding; and
- Describes how much of each cost will be provided by Federal funding. Include this information in the narrative section for each type of cost.

Budget Narrative Template

Budget narrative template is included with the HP-ETS application package on Grants.gov. Applicants are strongly encouraged to use the template to aid with developing a responsive budget narrative.

What Costs are included in a Budget Narrative?

Personnel: Personnel costs are employee salaries working directly on a grant project. Include costs for only those personnel **employed** by your organization. Individuals not employed by your organization will be classified as either a sub-grantee or contractor. See the contractual object class section for additional information.

Below is a sample personnel budget narrative. FMCSA evaluates the personnel budget narrative to determine whether the proposed number of personnel is appropriate and includes sufficient staffing to meet the project objectives. The proposed effort should be consistent with the effort required by the project plan. The labor mix should be consistent with the caliber of effort – professional/nonprofessional/clerical – required by the grant project plan. FMCSA also reviews the personnel budget to determine whether or not the salary ranges proposed are reasonable.

Sample Personnel Budget Narrative

Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Cost
Supervisor	1	100	2,080	\$28.00	\$58,240
Staff member (Full-Time)	1	100	2,080	\$19.00	\$39,520
Staff member (Part-Time)	10	50	2,080	\$19.00	\$197,600
Total Cost for Personnel:					\$295,360
Total FTE Personnel					7

The Supervisor oversees activities of the project. She or he spends 100 percent of the time implementing this project, supervising staff, and conducting activities to meet the objectives of this project. Activities include: supervising daily operation of projects and staff, providing staff training/technical assistance, coordinating staff work schedule/assignments, ensuring data entry, tracking and following-up on procedures to meet quality assurance, and tracking policy to ensure compliance. There are 11 staff members (1 full-time, 10 part-time) who provide additional program support. Each is paid an hourly wage of \$19; part-time staff members will average 50 percent of their time on grant activities. The full-time staff member wages equal \$39,520 annually, with the part-time (10) staff members averaging 1,040 hours or 50 percent on grant activities @ \$19,760 per year for a cumulative total (for all 10 part-time staff members) of \$197,600.

Fringe Benefits. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. The costs of fringe benefits are allowable under 2 CFR 200.431 provided that the benefits are reasonable and are required by law, a non-Federal entity-employee agreement, or written policy of the non-Federal entity. FMCSA will only reimburse fringe costs for personnel and only for the percentage of time they devote to the project. Some helpful tips:

- Explain how the fringe benefit amount is calculated (e.g., actual fringe benefits, rate approved by the Health and Human Services Statewide Cost Allocation Plan or cognizant agency). Explain what is included in the benefit package.
- Do not combine the fringe benefit costs with direct salaries and wages in the personnel category.

Below is a sample fringe benefit budget narrative. Note that the personnel in the personnel budget narrative should be reflected in the fringe benefits budget narrative. The level of personnel participation (full-time or part-time) must also correspond to the fringe charged.

Sample Fringe Benefits Budget Narrative				
Position(s)	Fringe Rate	% of Time	Annual Salary	Total Cost
Supervisor	16.72%	100	\$58,240	\$9,738
Staff Member (full time)	16.72%	100	\$39,520	\$6,608
Staff Member (part-time)	16.72%	50	\$39,520	\$3,304
Sub-Total Fringe Benefits				\$19,650
<p>Fringe benefits include cost of health insurance, retirement, workers' compensation, and unemployment benefit plans. It is calculated at the average rate of 16.72 percent as recognized by the cognizant agency. This rate is applied to the average hourly rate of \$28 per supervisor and \$19 per staff member, with a projected 2,080 hours worked annually for each. The 1 part-time staff member will average 50 percent working on the program or an average of 1,040 hours.</p>				

Travel. Travel costs include field work activities or travel to professional meetings. FMCSA reviews the travel budget to ensure that amounts are reasonable based on the level of effort described in the project plan and alignment with 2 CFR § 200.475. Some helpful tips:

- Include estimates for unforeseen travel such as possible FMCSA required meetings, with estimated costs of attendance.
- Explain the reason for travel expenses for project personnel (staff training, field interviews, advisory group meeting, etc.) and, if known, identify the location/destination of travel.
- Do not include payroll, fringe, or other costs listed as part of the travel. For example, payroll is included in Personnel, fringe is included in Fringe, and fuel costs are included in Other.
- Travel cost must not be bundled but must show how total was determined by itemizing cost for airline, lodging, taxi, etc.
- Reminder: Travel conducted by consultants/contractors or guest travel should be accounted for and itemized under Contractual Budget Category.

Below is a sample travel budget narrative. Costs for **employee** attendance at conferences, such as with FMCSA, can be put into the budget without the need to break out what the daily cost will be; however, when vouchered, costs should be reported as actuals. Expenses must be auditable (i.e., backed up by actual days on the road, State per diem costs, hotel expenses, and any allowable miscellaneous costs).

Sample Travel Cost Budget Narrative			
Purpose	# of Staff	Days	Total Cost
Routine Travel	10	10	\$4,600
San Diego Conference	15	5	\$28,410
Total Cost for Travel:			\$33,010

Costs represent necessary travel funds for staff members to perform their assigned duties for X (describe the activities to support the project plan). Reimbursement is based upon the current State per diem and rules. The per diem rate for each day is \$46. (NOTE: Travel by contractors should be included as part of the contract's cost.) [Training, course or meeting title] in San Diego for 15 staff members with an average cost per person of \$600 for airfare or \$9,000; \$204 State-approved per diem or \$3,060; \$290 for hotel accommodation or \$4,350; and \$800 for registration fees or \$12,000; for a total of \$28,410. Airfare for training in Arlington, VA for 3 persons with an average airfare cost (per person) of \$900 x 3 persons = \$2,700.

Equipment: Equipment is tangible personal property with a useful life of more than one year and a unit acquisition cost that equals or exceeds the lesser of the capitalization threshold established by the non-Federal entity or \$10,000. FMCSA evaluates the need for the equipment (e.g., ratio of employees to equipment) in the budget narrative and how it supports project activities. FMCSA also evaluates the extent to which the equipment is being used to support more than one cost objective. If it does, FMCSA reviews the cost to ensure the expenses have been properly allocated. Additionally, FMCSA reviews past performance information to determine if the same equipment for the project/program was purchased in previous years. If the same equipment was previously purchased for the same project/program in previous years, the applicant must explain the need for the additional equipment.

Some helpful tips: If your capitalization threshold is less than \$10,000, indicate in the narrative the threshold level to support it was properly categorized. Items costing less than \$10,000 each should be categorized as supplies or other, depending on the item.

- Explain the purpose and use of each item of equipment. Prorate the costs, if applicable.
- Common purchases like a computer system (when purchased as a package – keyboard, monitor, and hard drive as a single unit) are considered equipment if the total cost of each of those units exceeds the threshold. If these same items are purchased individually (not as a package) and each component is below the threshold, list these costs as supplies.
- Do not bundle expenses. Itemize based on number of items, per unit cost and detailed justification.
- When developing your budget, analyze the cost/benefit of purchasing versus leasing equipment, particularly high-cost items, and those subject to rapid technical obsolescence. **List rented or leased equipment costs** in the contractual or the other object class, depending on your procurement method. See the guidance under the other object class for additional information.

Sample Equipment Cost Budget Narrative

Item Name	# of Items	Cost per Item	Total Cost
Vehicles	3	\$30,000	\$90,000
Total Cost for Equipment:			\$90,000
<p>The Applicant requests 3 new vehicles to perform covert monitoring as replacements for vehicles that have reached their useful life as determined by the State's vehicle replacement policy. These vehicles will only be used for grant eligible purposes and are needed to achieve the activities proposed in the application. The cost for purchasing the vehicles is approximately \$30,000 each based on the State's procurement contract. <i>(If requesting an SUV, please explain why it's necessary to meet the objectives of the project plan.)</i></p>			

Supplies: Supplies are tangible personal property other than equipment. FMCSA evaluates supply costs to ensure that enough detail is provided to enable an informed reader to understand that the cost is reasonable. For example, an applicant does not need to provide details on the number of paper clips that it will purchase. At the same time, FMCSA cannot accept an amount for office supplies that would equal, for example, \$8,000 a year per person without further clarification. Some helpful tips:

- A good way to document supplies is to indicate the approximate expenditure of the unit as a whole (e.g., office supplies for the unit cost \$XX per month).
- Remember to include a quantity and unit cost for larger cost supply items such as computers and printers.

Sample Supplies Cost Budget Narrative				
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Cost
General office supplies	12	month	\$39	\$468
Laptop computers	12	each	\$2,000	\$24,000
<i>Sub-Total Supplies</i>				\$24,468
<p>General office supplies include paper, printer ink, etc., for 26 staff members in the program. These 26 staff members require supplies that are estimated at \$39 per month for 12 months. Ten part-time staff members require laptop computers, which will be used only to fulfill project activities. These staff members perform assigned duties as described in the project's narrative. There 10 part-time staff members needing laptops; the extra two laptops are requested for replacement purposes.</p>				

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

FMCSA reviews the contractual budget narrative to ensure it contains sufficient descriptive information about what specific costs (products and/or services) would be charged to the grant, a rationale for how those costs were derived, and the applicability and necessity of each to the grant.

A helpful tip: Include the name of the vendor/subrecipient, if known. If not, indicate that the selection is pending and an estimated timeframe when the vendor/sub-grant recipient will be selected. In the application, **the most important** component of the contractual budget narrative is the purpose of the contract/sub award and **how the cost was estimated or derived** (i.e., estimated number of hours, estimated hourly rate).

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

For example, contractual costs could include training, maintenance contracts, or other service contracts except those which belong in different object classes such as equipment or supplies (depending upon your organization's policy). The term "procurement" is used to identify the process of acquiring goods and services from sources outside of the grant recipient organization.

When procuring goods and services under a Federal award, an organization must follow the procurement standards at 2 CFR §§ 200.317 - 200.326 and same policies and procedures it uses for procurements for its non-Federal funds. Non-competitive procurements should only be used in limited circumstances and should be a last resort.

Non-competitive procurements must comply with 2 CFR § 200.320(c).

Guidance for Subrecipient Costs: A subaward is an award provided by the recipient (also known as a pass-through entity or prime recipient) to a subrecipient. Characteristics of a subrecipient include that the subrecipient has its performance measured in relation to whether objectives of a Federal program were met; a sub-recipient is responsible for programmatic decision making; is responsible for adherence to applicable Federal program requirements specified in the Federal award; and (in accordance with its agreement) uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity. For more information on determining subrecipients, see 2 CFR 200.331.

A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. Federal regulations require that all sub-grant recipients obtain and maintain a unique entity identifier (UEI) number and continue to maintain active System for Award Management registration at all times during an active Federal award.

Below is a sample contractual budget narrative for contractor costs. If you intend to provide funding to another organization as a subaward, provide a new object class budget narrative and line-item budget for each sub-grant recipient organization.

Sample Contractual Cost Budget Narrative	
Description of Services	Total Cost
Contract services for programming: 800 hours @ \$250	\$200,000
Total Cost for Contractual:	\$200,000
Contract services for programming include an assessment of the data timeliness and quality of State data systems; in addition, the contractor oversees the development of plans to implement improvements to the system that support the State's programs. The contractor will install the necessary software and ensure that it is compatible with all existing platforms.	

Other: Other costs are costs that do not fit within any of the other object class categories. Typical costs in this category include professional services and rent for space (**note: purchase of building and space are not allowable**) used to conduct occasional project activities, utilities, and printing costs. FMCSA reviews Other costs to determine whether these costs are consistent with the proposed work plan, are necessary to complete the approved work plan, and are not duplicative of costs included in the indirect cost amount. FMCSA also evaluates the costs to ensure that no unallowable costs, such as entertainment expenses, are included.

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

Some helpful tips:

- Group Other object class costs whenever possible (e.g., space, rental, communication, printing, maintenance) in the budget and explain how they support the grant activities.
- Ensure that other costs such as professional services, audit, postage, printing, and facilities expenses are not already accounted for in either your indirect cost rate agreement or cost allocation plan.

Below is a sample Other budget narrative.

Sample Other Cost Budget Narrative				
Item Name	# of Unit/ Items	Unit of Measurement	Cost Per Unit	Total Cost
Printing materials	1000	Item	.50	\$500
Total Cost for Other:				\$500
Printed materials are used during outreach activities and at national stakeholder meetings. The average cost per unit is \$0.50.				

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

Remember to include your IDC rate agreement with your application in Grants.gov if your project's budget will include IDCs. If your rate will not be approved by the application due date, attach the letter of renewal or letter of request that you sent to your cognizant agency. This documentation is used as a placeholder until the rate is approved. Recipients may not receive reimbursement for IDCs until the rate is approved.

To support the budgeted indirect costs, provide the calculations that were used to derive the amount, such as the base to which the indirect cost rate was applied, the type of rate (i.e. provisional, fixed, pre-determined or de minimis), the rate (e.g. 3.5%), and the total amount. Applicants should use the terminology employed in their IDC agreement/letter submitted with their application.

Sample Indirect Cost Budget Narrative			
Type of Rate: <i>(provisional, fixed or pre-determined rate)</i>	Rate percentage	Base of Budgeted amount	Total IDC Cost
General & Administrative (G&A)	3.5%	\$10,000	\$350
Overhead	5.0%	\$12,000	\$600
Total Cost for Other:			\$950.00
See attached IDC agreement, DOJ is cognizant agency, to support the rates used in budgeting. The G&A base of \$10,000 is Labor+Fringe benefits. The overhead base is \$12,000, which is labor, fringe and other direct costs.			

APPENDIX C – CURRICULUM AND INSTRUCTOR DEVELOPMENT

Below is additional information relating to instructional design, course objectives, and other areas that applicants may reference in completing their application in response to this NOFO.

Curriculum Development and Course Objectives

Objectives for current training and certification courses offered by FMCSA

- **CMV safety inspections** in accordance with the North American Standard Inspection Procedures. <https://connectdot.connectsolutions.com/lvl1-insp/>
- **CMV passenger-carrying vehicle safety inspections** in accordance with the North American Standard Level I Passenger Carrier Vehicle Inspection Procedures. <https://connectdot.connectsolutions.com/pc-insp/>
- **Inspections of hazardous materials** shipments for compliance during roadside safety inspection or at the motor carrier's or shipper's principal place of business. <https://connectdot.connectsolutions.com/hm-insp/>
- **Motor Carrier Safety Investigations** in accordance with the FMCSR and HMR. <https://www.fmcsa.dot.gov/content/investigative-safety-analysis>
- **New Entrant Safety Audits** in accordance with the FMCSR and HMR. <https://www.fmcsa.dot.gov/carrier-safety/new-entrant/new-entrant-online-training>

Curriculum Development

For the purpose of this NOFO, applicants may propose using and/or updating FMCSA's existing curriculum when completing their application. New development or updates to FMCSA materials must be done using design and evaluation models equivalent to the ADDIE Model of Design and the Kirkpatrick Model of Evaluation. Applicants are encouraged to review applicable copyright laws involving the use of third-party materials.

Please note, as mentioned in the NOFO, all new development and updates to existing curriculum and instructional materials must be approved by FMCSA prior to use.

- A copy of FMCSA's style guide may be found here for reference: <https://connectdot.connectsolutions.com/ntcstyleguide2-4/>

Delivery Methods

Web-based Training - for the purpose of this NOFO, is defined as training which utilizes the internet for self-paced study as the instructional delivery method. This is considered new development only existing course materials are not available.

Considerations for utilization of this method may include the following:

- Secure online platform for delivery
- Secure server which follows industry protocols. FMCSA Standards are included here: <https://connectdot.connectsolutions.com/fmcsasecureserver/>
- Secure log in

- Technical Assistance availability
- Web Team support
- System Administrator, Developer, Support staff
- Record retention and reporting capabilities
- 508 Compliant for all applications and products
- Ongoing Quality Assurance Program
- User account support
- Online exam
- Real-time exam results
- Equivalent web-based and instructor-led training outcomes

Instructor-Led Training - for the purpose of this NOFO, this methodology involves face-to-face in-person training delivered in a classroom, in the presence of an instructor or facilitator. The topical focus may be either hands-on use of a computer workstation (e.g., using the Integrated Library System(ILS)) or academic-style lecture and discussion (e.g., FRBR concepts (Functional Requirements for Bibliographic Records)). This methodology may be used as a component in a “blended” approach utilizing alternative methodologies.

- <https://connectdot.connectsolutions.com/instrmethods/>

Potential instructor-led training and classroom environment needs are listed below This list is not comprehensive.

- Instructors must be graduates of FMCSA Instructor Development Program
- Classroom environment must have the appropriate training space and equipment and must conform with OSHA regulatory requirements. <https://www.osha.gov/>
- Course materials must be current version and made available to instructors and students.
- Process for the reporting of allegations, adjudication, and redress of student and/or instructor misconduct.
- Written policy must be in place advising instructors and students of suspension or discontinuation of training (e.g., inclement weather) and/or cancellation of course.
- Adherence to FMCSA policy on instructor and student class attendance. <https://connectdot.connectsolutions.com/attendancepcy/>

Virtual Instructor-Led Training - For the purpose of this NOFO, this methodology involves face-to-face instructor-led training delivered virtually, in the presence of an instructor or facilitator. The topical focus may be either hands-on use of a computer workstation (e.g., using the ILS) or academic-style lecture and discussion (e.g., FRBR concepts (Functional Requirements for Bibliographic Records)). This methodology may be used as a component in a “blended” approach utilizing alternative methodologies.

Instructor Development Program

- a. FMCSA Instructor Development Program Manual <https://connectdot.connectsolutions.com/idp-manual/>
- b. FMCSA Memorandum: Certification Policy for Employees Who Perform Inspections, Investigations and Safety Audits [Certification of Safety Auditors, Safety Investigators and Driver/Vehicle Inspectors | FMCSA \(dot.gov\)](#)

Student Examinations

Below is information on the current student examination approach utilized by FMCSA. Applicants must include an examination methodology as outlined in Section A. Applicants may consider this approach when submitting their proposal.

- Include 100 questions with multiple choice answers for course exam, re-exam, or challenge exams, with the questions randomly selected from an exam bank of 175 questions. Include alternate versions for re-exam and challenge exams.
- Be completed within 3-hours.
- Be calibrated to FMCSA minimum passing score of 80%; results to students will only show “pass or fail.” Numeric score must not be released.

Please note that examinations must receive final approval from FMCSA before being administered by an awardee.

Training Records

As outlined in this NOFO, accurate and complete instructional records are of critical importance. FMCSA recommends that applicants consider the following when drafting their proposal(s):

- Curriculum content of course instructed.
- Listing of all instructional personnel utilized for course instruction.
- Inclusive dates of the training course.
- Roster of student participants per course.
- Electronic version of completion certificate per student.
- Student survey results for each course delivered.
- Verification of prerequisite requirements per student.
- Documented results for all course exams, reexams, and challenges completed per course.
- Make all course related materials available to FMCSA using an electronic delivery method.
- Instructor/student guides, toolboxes, PowerPoint decks, etc.
- Lesson Plans
- Course Syllabus, calendar, videos
- Examinations

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