United States Department of Transportation
Federal Motor Carrier Safety Administration

Fiscal Year 2014 – Border Enforcement Grants
Notice of Funding Availability

The U.S. Department of Transportation (USDOT) Federal Motor Carrier Safety Administration (FMCSA) announces the Fiscal Year (FY) 2014 Border Enforcement Grants (BEG) funding opportunity. This document will assist you by providing important information about the BEG program, including the FY 2014 BEG program priorities and critical information related to preparing and submitting a grant application. All applications must be submitted through Grants.gov by 11:59 P.M. (EST) on August 12, 2013.

The Catalog of Federal Domestic Assistance (CFDA) number for BEG is 20.233.

Important Information for FY 2014:

- This Notice of Funding Availability (NOFA) establishes minimum requirements for FY 2014 submissions. Please review the **entire** document before submitting an application.
- All FY 2014 BEG applications must be submitted in accordance with this NOFA.
- The FMCSA cannot evaluate applications received without the complete set of required forms and attachments; all application section elements and all documents must be submitted (see Section IV). A checklist specifically detailing each required document and its source is located in Appendix A.
- Application review information is clarified to include FMCSA expectations and evaluation criteria (see Section V).
- All Applicants must submit a current FMCSA Administrative Capabilities Questionnaire if one has not already been submitted for FY 2014.
- Applicants must agree to comply with the FMCSA Financial Assistance Agreement General Provisions and Assurances throughout the grant period of performance, in order to execute the grant agreement and before grant funds are awarded (see Section VI).
- Applications from local law enforcement agencies or entities will be given to that State's lead Motor Carrier Safety Assistance Program (MCSAP) agency for review and comment. The FMCSA will consider comments provided by the State lead MCSAP agency but FMCSA will retain, at its sole discretion, the final funding recommendation determination. NOTE: Although the consent and/or approval of the State lead agency is not required for application submission, the informal partnership between local jurisdictions and State lead agencies is an important element of program effectiveness. It is recommended that local jurisdictions filing applications obtain the most recent copy of the State MCSAP Commercial Vehicle Safety Plan (CVSP) from the State or from

FMCSA in order to link the project into the overall State Commercial Motor Vehicle (CMV) safety plan.

- Visit the System for Award Management (SAM) at *https://www.sam.gov/sam/* to ensure your organization is properly registered to apply for Federal grants. This system includes the former Central Contractor Registration system, the Federal Agency Registration, the Online Representations and Certifications Application, and the Excluded Parties List System..

Section I: Funding Opportunity Description

The FMCSA announces the availability of BEG funding as authorized by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, Pub. L. No.109–59, §§ 4101(c)(2), 4110, 119 Stat. 1144, 1715, 1721–22 (2005), as amended by the Moving Ahead for Progress in the 21st Century Act (MAP-21), Pub. L. No.112–141, §§ 32603(c) and 32603(h), 126 Stat. 405, 807, 808 (2012). The BEG program is governed by 49 U.S.C. 31107.

In accordance with 49 U.S.C. 31107, eligible applicants for BEG funding are State governments or entities that share a land border with Canada or Mexico and any local government or entity in that State (e.g., accredited post-secondary public or private educational institutions such as universities) for carrying out border CMV safety programs and related enforcement activities and projects. The FMCSA provides BEG funds to ensure that motor carriers and drivers operating CMVs entering the United States from a foreign country are in compliance with U.S. CMV safety standards and regulations, financial responsibility regulations, and registration requirements. Drivers of those vehicles must be qualified and properly licensed to operate a CMV in the United States.

The FMCSA is governed by the statutory definition of interstate commerce, which encompasses both interstate and international commerce (i.e., transportation between a point in a State and a point outside that State, including a foreign country). Except as indicated in the last sentence of this paragraph, international commerce includes any transportation within the United States of a shipment intended by the shipper to cross a U.S. international border before delivery to the consignee. A shipment originating in one State in the United States and terminating in another State in the United States is not considered transportation in international commerce, even if part of the transportation occurs in a foreign country.

Program Goals and FY 2014 National Priorities

The goal of the BEG program is to assist States and local jurisdictions reduce the number and severity of crashes, injuries, and fatalities involving CMVs. With these grant funds, jurisdictions can engage in enforcement activities to ensure that drivers and vehicles involved in international commerce at or near border crossing with Canada and Mexico comply with the Federal Motor Carrier Safety Regulations (FMCSR). This includes ensuring that: drivers are properly credentialed; motor carriers have operating authority in the United States; vehicles meet FMCSR requirements and are operated in a safe manner; and motor carriers meet financial responsibility requirements. These standards apply to U.S.-, Canada- and Mexico-domiciled carriers bother entering and leaving the United States while engaged in international commerce.

For FY 2014, National Priorities for this program include:

1. Increasing the number of inspections of motorcoaches engaged in international commerce (travel). FMCSA previously established a goal for this effort to be a minimum of five percent of the total BEG inspections to be conducted at or within the commercial zones of international crossings. For FY 2014, FMCSA encourages States examine their data on international motorcoach activity and to use that data to establish reasonable goals that will result in an increase of motorcoach-focused activities. In the application, States must substantiate the goals set and provide the data (or data source references).

2. Increasing the number of Level 1 and 2 inspections supported by BEG funds. Level 3 inspections are strongly discouraged as part of BEG-supported strategies. Level V inspections are not permitted with BEG funds.

3. Targeting CMV inspections within corridors where the data indicate that there are a high number of crashes involving vehicles engaged in international commerce.

4. Improving the capability to conduct CMV safety inspections at remote and other sites near the Canadian and Mexican borders. If included, the application should establish a data-driven reason why non-fixed location inspections will increase the likelihood of reducing crashes, injuries, and fatalities involving vehicles engaged in international commerce.

5. Other activities or initiatives designed to improve the compliance of CMVs, drivers, and carriers entering the U.S. from Canada or Mexico,

Section II: Award Information

Available Funding

i. For FY 2014, FMCSA anticipates awarding a total of $32,000,000 in BEG funding (subject to availability of funds).

ii. The FMCSA will reimburse 100 percent (100%) of the eligible costs incurred in the administration of an approved program plan. There are no matching or cost-sharing requirements.

iii. If an Applicant accepts a grant awarded under this program, it is responsible for all project expenses that exceed the awarded amount. If the amount awarded is less than the amount of funding requested, Applicants are required to submit a revised budget and project plan prior to award, to ensure that the project remains feasible at a reduced level of funding.

Cost Requirements

Costs charged to FMCSA grants must be in accordance with the applicable cost principles contained in 2 CFR Part 225 (Cost Principles for State, Local, and Indian Tribal Governments) or 2 CFR Part 225 (Cost Principles for Educational Institutions). All reimbursable items *must* be allowable, allocable, reasonable, and necessary as established in these guidelines and the FMCSA Grants Management Manual – Grantee Version to accomplish the goals of the program (see http://www.fmcsa.dot.gov/about/GRANTS/grantee-resources.aspx). These standards are described in the applicable cost principle statutes and administrative requirements, which also vary, depending upon the Applicant type:

- 49 CFR Part 18 (Uniform Administrative Requirements for Grants and Agreements with State and Local Governments);
- 49 CFR Part 19 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other non-Profit Organizations);

The eligibility of specific items is subject to review by FMCSA. For assistance during the pre-application phase, Applicants may contact the FMCSA grant program manager for guidance on any questioned activities or items; see Section VII for contact information.

A list of grant expenditures eligible for reimbursement can be found in subsections (a) through (f) of 49 CFR 350.311; while these expenses are related to a State's MCSAP grant, they serve as a general guide for BEG funds as well when expended to support border enforcement activities.

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

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

Except as provided for below, the acquisition of real property, land, or buildings is NOT an eligible expense under the BEG program. Expenses eligible for reimbursement under the BEG program include, but are not limited to:

1. Personnel expenses, including recruitment and screening, training, salaries and fringe benefits, and supervision. Personnel expenses included in an organization's indirect cost rate must not be included as a direct cost in the grant budget.
2. Equipment and travel expenses, including per diem, expenses directly related to the enforcement of safety regulations, including vehicles, uniforms, communications and equipment, vehicle maintenance, fuel, and oil.
3. Indirect expenses for facilities, except for fixed scales, used to conduct inspections or house enforcement personnel, support staff, and equipment to the extent they are measurable and recurring (e.g., rent and overhead). NOTE**:** an application containing any indirect costs in its proposed project budget must be accompanied by either the signed current indirect cost rate agreement approved by the cognizant Federal agency or a copy of the request for such an agreement. The cognizant agency will provide the Applicant with a letter that includes the rate, the type of expenses that the rate can be applied to, and the rate's effective dates; these expenses are typically limited to payroll and fringe benefit expenses, but may also include other costs at the cognizant agency's discretion. If indirect costs are not included anywhere in the project's proposed budget, no indirect cost rate agreement is required. Calculated fringe benefits may be included as direct costs, provided the Budget Narrative clearly establishes the basis for the calculation and, at the time of any reimbursement request, the voucher clearly documents the fringe benefits based on actual costs incurred, not by using a percentage method. The documentation required for local jurisdiction indirect cost expenses, sometimes called central service costs, is slightly different. Contact the program manager shown in Section VII for more information.
4. Expenses related to data acquisition, storage, and analysis that are not being requested under any other FMCSA grant program's funding, that are specifically identifiable as program-related, and that are intended to improve efficiency; the proposal should clearly demonstrate the extent to which these costs will directly benefit the program, pro-rating the expense as applicable. NOTE: all applications containing requested funding for information technology, such as upgrades or modifications to existing software or equipment, are subject to review by FMCSA's Office of Research and Information Technology.
5. Clerical and administrative expenses, to the extent necessary and directly attributable to the program.
6. Expenses related to the improvement of real property (e.g., installation of lights for the inspection of vehicles at night).
7. Pre-award expenses related to ongoing BEG program costs that are incurred on or after October 1, 2013, and that have been authorized by FMCSA.

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

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

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

Section III: Eligibility Information

The States of Alaska, Arizona, California, Idaho, Maine, Michigan, Minnesota, Montana, New Hampshire, New Mexico, New York, North Dakota, Texas, Vermont, and Washington, and local governments and entities within these States are eligible to receive BEG funding.

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

The FMCSA strongly encourages the participation of local law enforcement agencies in CMV safety activities either directly or in partnership with State enforcement officers. Any local law enforcement agency applying directly to FMCSA for BEG program funding must demonstrate in its application how it has coordinated with the State lead MCSAP agency to ensure that there is not a duplication of efforts or conflicting program objectives. State lead MCSAP agencies may be given the opportunity to independently comment on BEG program applications submitted by local law enforcement agencies within its jurisdiction; this feedback will be used solely to prevent the duplication of efforts by multiple agencies; FMCSA will make the final funding decisions.

To ensure appropriate tracking of BEG-funded activities, jurisdictions must indicate which inspections are conducted with BEG funds. Users of FMCSA's ASPEN system must check the box "Border Enforcement Grant Funded" and then indicate by radio button whether the vehicle is engaged in "Domestic Commerce" or "Foreign Commerce". Users of non-ASPEN inspection software must ensure that inspectors have the option to mark a comparable box to indicate that the activities are BEG-funded and the type of commerce involved. Further, users of non-ASPEN inspection software must ensure that the information related to BEG-funded inspections and the type of commerce involved is transmitted correctly to FMCSA.

Section IV: Application and Submission Information

Application Information

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

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

The Applicant must download the grant application package from Grants.gov, complete it, and submit the completed application package with required attachments through Grants.gov on or before the deadline of 11:59 P.M. (EST) on Monday, August 12, 2013. The grant application package includes all required forms referenced in this NOFA. Applicants should download the application package as soon as possible during the application preparation process.

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

Application Requirements (Also see Attachment A)

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

1. SF-424, Standard Application for Federal Assistance

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

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

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

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

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

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

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

4. Grants.gov Lobbying Form

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

5. Attachment Forms

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

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

BEG attachments to the application MUST include:

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

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

Section V: Application Review Information

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

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

1) Problem Statement – A brief, quantitative description of the Applicant-identified problem. Include details on the data used to identify the problem and to establish the baseline (include data source, date, and explain how the Applicant collects, maintains, and analyzes the data). Example:

a) The Applicant has identified highways leaving 5 border crossings that account for 38.4% of all CMV-related fatalities in its State. State traffic records indicate that speeding, following too closely, and improper lane change account for 84% of the crash causation factors at these ports of entry.

b) The Applicant has identified hours of service related issues as the single most often cited violation during roadside inspections at Border locations. The Applicant suspects that driver fatigue, as evidenced by improper adherence to hours of service regulations, accounts for 25% of the crashes in this area.

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

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

a) The Applicant will conduct activities on the highways leaving the 5 designated border crossings with the goal of reducing the crash rate at these locations by 10% during the activity period.

b) The Applicant will reduce the number of crashes attributable to foreign carriers or drivers by 15% during the activity period.

Evaluation Criteria: In reviewing the Performance Objective, FMCSA will consider the extent to which the Applicant describes sound program goals and objectives that are specific, measurable, and that can likely be achieved during the grant period of performance. The FMCSA will also consider the extent to which the Applicant thoroughly explains why it selected the project goals and objectives to address the need(s) established in the Problem Statement.

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

a) The Applicant will conduct high visibility traffic enforcement and inspection campaigns around the 5 designated border crossings during the activity period. The Applicant will conduct at least 5 enforcement blitzes each month and will ensure that it triples the number of officers assigned to the area around the border crossing during each of the 4-day periods.

b) The Applicant will focus on conducting at least 60% of its total number of inspections as Level 1. Further, the Applicant will provide additional training to officers in how to detect hours of service violations.

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

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

Example:

a) The Applicant will use its own crash data to record the number of officer enforcement hours, stops made, citations issued, violation code of citations issued, and crashes reported near each border crossing at the end of each quarter. Based on this information, the Applicant will adjust the number of officers assigned to future blitzes and will provide each officer assigned with a specific, focused area for enforcement. The Applicant expects that the number of crashes near designated border crossings will be 10% lower than the comparable period in 2013.

b) The Applicant will evaluate the various levels of inspections each quarter to ensure that officers focus on Level 1to meet the program-wide goal of at least 60% of all inspections. Further, the Applicant will evaluate the violation types cited on inspections to monitor the percentage of hours of service violations. Based on this, the Applicant may shift resources to conduct additional inspections.

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

Budget Narrative

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

A well-written Budget Narrative ensures that the Applicant has properly documented for FMCSA review and evaluation the costs proposed within the budget to determine the cost eligibility under the applicable Federal costs principles and regulations and to monitor the expenditure of funds during the implementation and execution of the plan. Where appropriate, costs per unit will be calculated and compared with national averages to determine cost-effectiveness. As appropriate, proposed costs will be compared with historical information to confirm reasonableness. The level of detail should be sufficient to justify the funding requested.

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

1. How well does the application provide clear explanations of the costs associated with each Budget Category (Object Class)?
2. How well does the Budget Narrative support the funds requested on the application Budget forms?
3. How accurate are the mathematical computations in the Budget Narrative and in

other budget forms?

4. How well does the application demonstrate a cost-effective approach that will provide a demonstrable impact on safety as the result of grant funds?
5. Does the application describe proposed project expenditures that are:
    i. Allowable under the cost principles established in this NOFA and all FMCSA cost eligibility policies;
    ii. Allocable specifically to the activities proposed by the application;
    iii. Reasonable in amount and quantity for the activities proposed;
    iv. Necessary to conduct the activities proposed?
6. If applicable, how accurately is an Indirect Cost Rate (IDCR) applied to the budget?
7. If applicable, how accurately are fringe benefit rates applied to the budget?

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

1. How well has the Applicant performed in achieving its goals in prior awards from FMCSA; specifically, how many "international commerce" inspections and how many total BEG inspections were conducted by the Applicant during the previous year's grant?
2. How effectively has the Applicant utilized proposed funds in previous grants (based on remaining, unexpended balances at the end of similar efforts in previous grants)?
3. What is the actual or estimated amount of funds available for expenditure from previously issued grants for projects similar to those in the application?

Funding Decisions

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

Section VI: Award Administration Information

Upon receipt and approval of the complete BEG program application package, FMCSA will award funding and enter into grant agreements as soon as administratively practicable. An award recipient may be required to submit a supplemental budget or project narrative based on a partial or modified grant award.

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

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

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

Section VII: Agency Contact

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

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

FMCSA_GrantMgmtHelpdesk@dot.gov, or
Telephone at (202) 366-2967, or
FMCSA, 1200 New Jersey Avenue SE, Washington, DC 20590.
Office hours are from 9 a.m. to 5 p.m., Eastern Time, Monday through Friday, except Federal holidays.

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

Section VIII: Other Information

This Grants.gov opportunity is only applicable to BEG program funding. Applications for other FMCSA grant funding MUST NOT BE SUBMITTED under this Grants.gov opportunity announcement.

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

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

APPENDIX A
FY 2014 BEG Program
Required Documents Checklist

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

Document Name	Document Description	Document Location	Document Included
SF-424 Application for Federal Assistance	This is the standard application form for all requests for Federal assistance.	Included in the Grants.gov application kit	☐
SF-424A Budget Information for Non-Construction Program	This is a standard budget form for requests for Federal assistance.	Included in the Grants.gov application kit	☐
SF-424B Assurances for Non-Construction Programs	This is a standard assurances form associated with accepting Federal assistance funds.	Included in the Grants.gov application kit	☐
Grants.Gov Lobbying Form	This form allows applicants to indicate that they do not engage in lobbying activity. If an applicant completes this form, the SF-LLL – Disclosure of Lobbying Activities is not required. If an applicant does conduct lobbying activities, it needs to be indicated on the SF-LLL.	Both the Grants.Gov Lobbying Form and the SF-LLL are included in the Grants.gov application kit	☐

Document Name	Document Description	Document Location	Document Included
Attachment Form	This document is used to submit supplemental attachments to support the grant application.	Included in the Grants.gov application kit	☐
Project Narrative	The Applicant's Project Narrative includes the problem statement, performance objective(s), the program activity plan, and the performance measurement plan, as described in Section V of this NOFA.	N/A	☐
BEG line-item budget	This spreadsheet should incorporate all costs included in the project's total funding amount. If an Applicant match is required, costs can be presented in one of two ways at the Applicant's discretion: 1) add together all project costs and multiply that total by 80% for the Federal share and 20% for the Applicant share; 2) list costs in two columns, showing which costs are to be Federally funded (partially or entirely) and which costs are to be funded by the Applicant (partially or entirely).	N/A	☐
BEG Budget Narrative	This is NOT the line item budget. Rather, this document ***describes*** in a narrative format the costs necessary to complete the proposed tasks and achieve the project goal. The Budget Narrative should thoroughly and clearly justify or explain each Budget Category (Object Class) and follow all guidelines and limitations as provided in the application package. The Budget Narrative must be clear, specific, detailed, and mathematically correct; it should correspond to the information and figures on all budget forms.	See Appendix B Budget Narrative Guidance Document	☐

Document Name	Document Description	Document Location	Document Included
Current Approved Indirect Cost Rate Agreement	If an Applicant has included Indirect Costs in its budget, this document from the Applicant's cognizant Federal agency must be included in the application; the Agreement includes the indirect cost rate, the type of expense to which that rate can be applied, and the rate's effective dates. See Section II, Cost Requirements in this NOFA for more information. The documentation required for local jurisdiction indirect cost expenses, sometimes called central service costs, is slightly different. Contact the program manager shown in Section VII of this NOFA.	Available from the Applicant's designated cognizant Federal agency; local jurisdictions may contact the program manager shown in Section VII for more information.	☐
FMCSA Administrative Capability Questionnaire	This questionnaire allows the applicant to self-certify its administrative infrastructure, policies, and resources. If already submitted for a FY 2014 grant, this document is not required.	Included in the Grants.gov application kit.	☐
Key Contacts form	The Key Contacts form is used to provide the names of the State's designated point of contact and signatory. When completing this document, please use the following guidance: Contact 1 – Authorized Signature – The "**ADO**" role in GrantSolutions. This individual is typically the head of the organization or a designee (e.g., Colonel, Director, Commissioner, etc.) who is authorized to sign grant applications and accept awards on behalf of the organization. Contact 2 - Coordination Program Responsibilities – The "**PI/PD**" role in GrantSolutions. This individual	Included in the Grants.gov application kit	☐

Document Name	Document Description	Document Location	Document Included
	is typically the project/program manager (e.g., Unit Commander, Project Coordinator, etc.) who will have daily oversight over implementing the program. This individual can view grant documents in GrantSolutions, but cannot accept an award on behalf of the State. Contact 3 - Coordination Administrative Responsibilities – The "**FO – Financial Officer**" role in GrantSolutions. This role is typically performed by a grant, finance, or administrative/program specialist who monitors grant program finances, provides clarification on financial information such as budget details, Single Audits, invoice support documentation, and so forth. This individual will be authorized to upload reporting documents to GrantSolutions, but cannot accept an award on behalf of the State.		

APPENDIX B
FY 2014 BEG Program
Budget Narrative guidance document

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

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

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

PERSONNEL

Explain how employee allocation of time (either in Full Time Equivalents (FTEs) or hours dedicated are charged to the grant and if all the costs pertain to these employees. Contractors should not be in this budget category. Overtime costs funded from the basic award is not to exceed 15% of the basic award amount.

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

Good example*:* Twenty officers work part-time on BEG-eligible enforcement activities. The total of their part-time effort equates to 5 FTEs (2000 hours per year). At an average rate of $45 per hour, this equals the budgeted amount of $450,000 per year for personnel.

Or, in table format:

Personnel	**Cost Per Hour**	**Number of Hours dedicated to BEG**	**TOTAL COSTS**
46 Officers	$45	200	$414,000
4 Sergeants	$60	200	$48,000
1 Captain	$75	200	$15,000
			$477,000

FRINGE BENEFIT COSTS

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

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

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

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

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

FRINGE BENEFITS AND OVERTIME

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

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

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

PROGRAM TRAVEL

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

Poor example: Travel to conference - $28,410

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

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

EQUIPMENT

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

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

Poor example: Five Tahoe SUVs - $165,000

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

SUPPLIES

Per 49 CFR 18.3, "Supplies means all tangible personal property other than "equipment" as defined in this part." States that have a different threshold for supplies need to provide that information. Include a quantity and unit cost for supplies such as computers and printers.

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

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

Important Note: It is not necessary to document office supplies in such detail that individual expenditures are listed (reams of paper, boxes of paperclips, etc.). A good way to document office supplies is to indicate the approximate expenditure of the unit as a whole for each month. For example: General Office Supplies (paperclips, paper, toner, etc.) for the 24 individuals in the MCSAP Unit: $1800 per month times 12 months = $21,600.

CONTRACTUAL

An explanation of how the costs were derived for each contractual agreement and how it represents a fair market value should be explained in the narrative.

Poor Example: XYZ consultant - $25,000

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

OTHER EXPENSES

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

INDIRECT COSTS

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