



U.S. Department of Transportation



FMCSA FY 2015 High Priority and SaDIP Grant Funding Conference

Presenters:

State Programs and State Data Quality Divisions

Grants Management Office

September 2014



Federal Motor Carrier Safety Administration



Funding Conference – Purpose

Welcome & Introduction

- Grant Program Purpose
- Program National Priorities
- Developing Goals & Planned Outcomes/Project Narrative
- Budget Narrative Development
- Application form and package instructions
- Steps after the application is submitted/award expectations





FY 2015 High Priority Grant

The FMCSA provides funds to support CMV safety programs that:

- Increase compliance with CMV safety regulations;
- Increase public awareness about CMV safety
- Provide education on CMV safety and related issues;
- Demonstrate new safety-related technologies; and Reduce the number and rate of crashes involving CMVs.





High Priority– Eligibility

State agencies, local governments, and organizations representing government agencies that use and train qualified officers and employees in coordination with State motor vehicle safety agencies.



High Priority– Due Date

November 17, 2014
(11:59 P.M. Eastern Standard Time)





High Priority– Funding Snapshot

- Total amount available = \$15M
- Anticipated number of awards = 50
- Anticipated Start Date = Upon Execution thru September 30, 2016
 - Funding amounts made available for reimbursement may be impacted by limitations placed on the spending authority and appropriations enacted for FMCSA.
- The FMCSA will reimburse 100% of eligible costs for outreach projects and 80% for enforcement projects.





High Priority – National Priorities

- 1) FMCSA will reserve up to \$5M for the 10 States with the highest CMV fatalities.
 - Texas, California, Florida, Pennsylvania, Georgia, Ohio, New York, Illinois, North Carolina, Indiana
 - Purpose: Conduct data driven high-visibility traffic enforcement operations or other data-supported activities that will lead to the reduction of crashes





High Priority – National Priorities (con't)

- 2) FMCSA will reserve up to \$1M for three State personnel to participate in a temporary assignment in FMCSA.
 - Provide perspective to national decision making and policy development/ experience in national planning and policy development.
 - Begin on or about July 1, 2015 and may last until June 30, 2016
 - FMCSA will support the costs of employee salary, fringe benefits, travel (both official travel on behalf of the assignment and routine trips home), lodging and per diem rates, and other associated expenses





High Priority – National Priorities (con't)

- 3) Priority funding consideration will be given to applications that include one or more of the following:
- High visibility CMV and non-CMV traffic enforcement and training to support State and local involvement in CMV-related traffic enforcement activities;
 - Enforcement of traffic laws and safety regulations on motorcoaches and other passenger carrying CMVs (consistent with FMCSA's policy on en route inspections);
 - Public awareness and education of CMV safety-related issues (potentially funded at 100%);
 - Enforcement of texting and hand-held cell phone prohibitions;





High Priority – National Priorities (con't)

- Enforcement objectives that involve multiple jurisdictions in a geographic area (the value of this approach is that a single entity serves as the grant recipient and coordinates activities by other participating agencies);
- Combating distracted driving;
- Enforcement of traffic laws and safety regulations in high-risk areas such as work zones and on rural roads;
- Prevention of secondary crashes at investigation scenes;
- Emerging issues such as the CMV safety implications of oil/gas exploration and drilling enforcement;





High Priority – National Priorities (con't)

- Educational programs that promote safe driving practices by teen drivers around CMVs (potentially funded at 100%);
- Seat belt compliance;
- Pedestrian and bicycle safety around CMVs; or
- Special research efforts that have the potential to inform other agencies of new techniques and practices to improve CMV enforcement.





FY 2015 SaDIP Grant

The FMCSA provides funds to support CMV safety programs that:

- Facilitate the collection of accurate, complete, and timely data on all large commercial truck and bus crashes and roadside inspections.





SaDIP – Eligibility

State departments of public safety, departments of transportation, or State law enforcement agencies in any of the several States of the United States.



SaDIP Grant – Due Date

November 17, 2014
(11:59 P.M. Eastern Standard Time)





SaDIP Grant – Funding Snapshot

- Total amount available = \$3M
- Anticipated number of awards = 15
- Anticipated Start Date = Upon execution thru date requested
 - Funding amounts made available for reimbursement may be impacted by limitations placed on the spending authority and appropriations enacted for FMCSA.
- The FMCSA will reimburse 80% of eligible costs.





SaDIP Grant – National Priorities

Priority funding consideration will be given to applications that:

- States rated Red and Yellow on the SSDQ Map and that address a specific deficiency in the State's ability to assure the accuracy, completeness and timeliness of CMV data reported to SAFETYNET.
- States who describe projects that exhibit the greatest potential to improve performance within one or more SSDQ measures, including improving performance within a Green rating.
- States that address specific deficiencies in the State's ability to timely and fairly address DataQs system requests for data review and improve the overall quality of crash and inspection data reported by the States to FMCSA.





Developing Application Goals & Planned Outcomes

Your Application should include:

- 1) Short description of the goal(s) and program priority(ies) met by the application's projects; and
- 2) For each goal identified, provide a problem statement, performance objective, program activity plan, and performance measurement plan.





What is an Example of an Application Goal?

High Priority Example:

- We will conduct an estimated 1,000 inspections and 2,000 traffic enforcement contacts by allocating 3,000 officer-hours towards border enforcement activities.

SaDIP Example:

- [The Applicant] will achieve a “green” rating in crash timeliness by increasing training to local law enforcement agencies and reducing organizational barriers preventing the timely transmission of crash data to FMCSA.





What is an Example of a Problem Statement?

High Priority Example:

- [The Applicant] has identified 5 highway corridors that alone account for 38.4% of all CMV-related fatalities in its State. State traffic records indicate that speeding, following too closely, and improper lane change account for 84% of the crash causation factors along these corridors.





What is an Example of a Problem Statement?

SaDIP Example:

- [The Applicant's] needs are to continue to focus efforts on our Electronic Crash Records System enhancements to improve opportunities for law enforcement, identify and record reportable large truck and bus crash data, and improve the quality and quantity of reportable CMV large truck and bus crash data.





What is a Performance Objective Example?

High Priority Example:

- [The Applicant] will conduct activities around the highways in the 5 designated corridors of highway with the goal of reducing the crash rate along each by greater than 10% during the activity period.
- [The Applicant] will reduce the number of hours of service violations found in roadside inspections and during carrier investigations for domiciled carriers by 30% during the activity period.





What is a Performance Objective Example?

SaDIP Example:

- [The Applicant] will conduct up to 5 statewide trainings for law enforcement on collection of crash data and target specific CMV fields.
- [The Applicant] will improve Crash System Data quality by increasing the number of electronically submitted crash reports by 5%.





What is a Program Activity Plan Example?

High Priority Example:

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





What is a Program Activity Plan Example?

SaDIP Example:

- [The Applicant] will conduct a full systems life cycle to develop and release an analytical capability to SAFETYNET (including a gap analysis, systems analysis, test plan, detailed design, user design review, prototype, prototype testing, best test, production release).





What is an Example of a Performance Measurement Plan?

High Priority Example:

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





What is an Example of a Performance Measurement Plan?

SaDIP Example:

- [The Applicant] will use its own SAFETYNET data as well as the SSDQ performance to monitor performance in relation to this grant's activities. The Applicant expects to reduce the number of crashes provided late to FMCSA by 50% by the completion of the grant.





Developing a Successful Application Budget Narrative

What is a Budget Narrative?

A budget narrative is 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. The level of detail should be sufficient to justify the funding requested.





High Priority and SaDIP Eligible Expenses

- Personnel expenses, including recruitment and screening, training, salaries and fringe benefits, and supervision;
- 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;
- 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);





High Priority and SaDIP Eligible Expenses

- Expenses related to data acquisition, storage, and analysis;
 - Not requested under another FMCSA grant program
 - Specifically identifiable as program-related, intended to improve efficiency
 - Should clearly demonstrate the extent to which costs will directly benefit the program (pro-rate as applicable).
- Clerical and administrative expenses, to the extent necessary and directly attributable to the program.
- Expenses related to the improvement of real property (e.g., installation of lights for the inspection of vehicles at night) that does not materially increase the value of the property.

Sample Personnel Budget Narrative

Personnel Budget Narrative (SF-424A, Line 6a)					
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Salary/Wage	Total Cost
Supervisor	1	100	2,080	\$21.63	\$45,000
Trooper	1	100	2,080	\$19.00	\$39,520
Trooper	10	50	2,080	\$19.00	\$197,600
Total Cost for Personnel:					\$282,120
The Supervisor supervises activities of the project. She/he spends 100% time implementing the project, supervising staff, and conducting activities to meet the objectives. 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 Troopers (1 FT, 10 PT). Officers conduct roadside inspections to fulfill reporting requirements. Each officer is paid an hourly wage of \$19 and the part-time officers average 50% on activities. The FT Trooper wages equate to \$39,520 annually, with the PT (10) Troopers averaging 1,040 hours or 50% on activities @ \$19,760 per year.					

Sample Fringe Budget Narrative

Fringe Benefits Budget Narrative (SF-424A, Line 6b)				
Position	Benefits	Rate	Base Amount	Total Cost
1 Trooper	Fringe	16.72	100	\$6,608
10 Troopers (Part-Time)	Fringe	16.72	50	\$33,040
Total Cost for Fringe:				\$39,648
Fringe benefits include cost of health insurance, retirement, workers' compensation and unemployment benefit plans. It is calculated at the average fringe rate of 16.72 as recognized by the cognizant agency. This fringe rate is applied to the average hourly rate of \$19 per trooper, with a projected annual hours worked at 2,080 hours. The full-time trooper would have an annual wages of \$39,520 x 16.72% or \$6,608 total fringe cost for the one full-time trooper. The 10 part-time troopers average 1,040 hours or \$19,760 per year, and an average (per part-time Trooper) fringe cost of \$3,304 (Totaling \$33,040 fringe costs for the 10 part-time Troopers).				

Sample Travel Budget Narrative

Travel Cost Budget Narrative (SF-424A, Line 6c)				
Purpose	# of Staff	Method of Travel	# of Days	Total Cost
Routine Travel	10	Car	10	\$4,600
San Diego Conference	15	Air	5	\$28,410
Total Cost for Travel:				\$33,010
Costs represent necessary travel funds for law enforcement officers to provide adequate coverage within the state. Travel is necessary to perform compliance reviews, patrols, and team operations in high crash corridors within the State. Reimbursement is based upon the current state per diem rates and rules. The per diem rate for each day is \$46.00. Certification Training in San Diego for 15 officers with an average cost (per officer) of \$600 – Airfare or \$9,000; \$204 Per State Approved Diem or \$3,060; \$290 – Hotel Accommodations or \$4,350; and \$800 – Registration Fees or \$12,000 for a total of \$28,410.				

Sample Equipment Budget Narrative

Equipment Cost Budget Narrative (SF-424A, Line 6d)			
Item Name	# of Items	Cost per Item	Total Cost
Vehicles	12	\$36,000	\$432,000
Total Cost for Equipment:			\$432,000
The state requests 12 new vehicles to complete motor carrier safety inspections that will replace vehicles that have reached their useful life by the state's vehicle replacement policy. These vehicles will only be used for grant eligible purposes and are needed to fulfill activities proposed in the application. The cost for the vehicles is approximately \$36,000 each based on the state's procurement contract.			

Sample Supplies Budget Narrative

Supplies Cost Budget Narrative (SF-424A, Line 6e)			
Item Name	# of Units	Cost per Unit	Total Cost
General Office Supplies	12	\$39	\$4,680
Mobile Printers	7	\$250	\$1,750
Laptop Computers	12	\$2,000	\$24,000
Total Cost for Supplies:			\$30,430
General office supplies include paper, printer ink, etc. for 26 officers in the program. These 26 officers require supplies that are estimated at \$39 for 12 months. Ten part-time troopers require laptops and shall be utilized only to fulfill planned activities. Mobile printers are also needed for 5 new full-time officers. The total number of officers is 26, including the 5 new officers and 10 part-time troopers. The extra printers and laptops are requested for replacement purposes. These officers conduct roadside inspections to fulfill reporting requirements.			

Sample Contractual Budget Narrative

Contractual Cost Budget Narrative (SF-424A, Line 6f)	
Description of Services	Total Cost
Local Police Department - Subgrantee	\$8,000
Contract services for crash timeliness	\$200,000
Total Cost for Contractual:	\$208,000
Subgrant costs include \$8,000 in travel for 12 officers to conduct grant activities. Costs represent necessary funds for officers to provide adequate coverage within the state. Travel is necessary to perform inspections, patrols, and team operations in high crash corridors within the State. Reimbursement is based upon the current state per diem rates and rules. The per diem rate for each day is \$46.00. Contract services include an assessment of the timeliness and quality of our data systems. The contractor will oversee development plans to implement system improvements to support the state's highway safety programs. The contractor will conduct analyses of crash, ticket, and inspection data used in the planning and development of the CVSP, evaluating program and legislative initiatives, and monitoring the performance of the program.	

Sample Other Budget Narrative

Other Cost Budget Narrative (SF-424A, Line 6h)			
Item Name	# of Units	Cost per Unit	Total Cost
Copy machine rental	12	\$50	\$600
Total Cost for Other:			\$600
The rental of the copy machine is shared with the administration. The machine is used on a daily basis to print inspection reports. A code is punched in whenever it is used for grant purposes. Based on the average usage of the machine for grant activities: \$50.00 per month times 12 months.			



Indirect Cost Guidance

- Before FMCSA will pay any reimbursements for indirect costs, a current and approved indirect cost rate agreement must be in force.
- If the budget includes indirect costs, attach a copy of the fully executed, negotiated agreement.
- If the 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 to your application.





Application Form and Submission Information

How to Submit the Application

STEP #1: To apply, the applicant must complete the Grants.gov registration process. Note that the new registration process can take as long as four weeks.





How to Submit the Application

- **STEP #2:** Every applicant must be: 1) registered in the System for Award Management; 2) provide a valid Data Universal Numbering System (DUNS) number; and 3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by FMCSA
- **STEP #3:** Download the application package from Grants.gov, complete it, and submit the package with required attachments through Grants.gov on or before the **deadline of 11:59 P.M. (EST) on Monday November 17, 2014.**





Required Application Document Checklist

1. SF-424 Application for Federal Assistance
2. SF-424A Budget Information for Non-Construction Programs
3. SF-424B Assurances for Non-Construction Programs
4. Grants.Gov Lobbying Form
5. SF-LLL Disclosure of Lobbying Activities (if applicable)
6. Key Contacts Form
7. Project and Budget Narratives
8. Indirect Cost Rate Agreement (if applicable)
9. FMCSA Administrative Capability Questionnaire



How do I know that my application has been received by Grants.gov?

- Once Grants.gov has received your submission, they will send 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) confirms application receipt by the Grants.gov system; and 2) indicates that the application has either been successfully validated by Grants.gov prior to transmission to FMCSA or has been rejected due to errors.





How do I know that my application has been received by Grants.gov? (continued)

- **IMPORTANT:** 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 will cause the application to be rejected by Grants.gov!





What to Expect After the Application is Submitted

Applications undergo a series of reviews:

- 1) Intake Review
- 2) Technical Merit Review
- 3) Budget Review/Cost Analysis
- 4) Federal Awarding Agency Review of Risk Posed by Applicants
- 5) Applicant Past Performance w/ FMCSA
- 6) Consideration of Program-Specific Aspects





Technical Merit Review

- TRP reviewers evaluate applications to determine how:
 - They describes an enforcement program that will meet the stated objectives of the notice of funding availability
 - Proposed work is based on sound principles of CMV safety enforcement and will likely result in project success.
 - Staffing resource allocation is sufficient to achieve the program objectives;





Technical Merit Review

- All equipment, training, and travel components are clearly linked to the project goal and are necessary to adequately equip, train, and enable personnel;
- Proposed expenditures are reasonable in amount and clearly necessary to conduct the activities; these expenditures do not include unallowable expenses; proposed expenditures are eligible per the MCSAP Comprehensive Policy.
- Includes clearly-identified performance goals and measurements; and
- Includes a monitoring and evaluation component that indicates how the recipient will ensure project success





Budget Review/Cost Analysis

- Reviewers will evaluate applications to determine how:
 - Budget is internally consistent;
 - Budget costs are allowable, allocable, necessary and reasonable per Office of Management and Budget Uniform Administrative Requirements, and Audit Requirements for Federal Awards; and
 - Costs in a particular cost category been properly identified as allowable, with the necessary detail for its use, and not duplicative to the other budget line items.





Federal Awarding Agency Review of Risk Posed by Applicants

- The risk assessment is conducted in several parts:
 - 1) A debarment and suspension review that includes a review of the applicant's administrative capability questionnaire and SAM records;
 - 2) A review of the applicant's history with other Federal agencies in Single Audit Clearinghouse Database; and
 - 3) An evaluation of the applicant's Single Audit in accordance with the Single Audit Act.





Applicant Past Performance w/ FMCSA

- Reviewers evaluate applications to determine how the:
 - Application allows FMCSA to monitor performance;
 - Application is reasonable in scope, adequate to address existing and emerging commercial vehicle safety issues, and likely to succeed;
 - Proposed expenditures are reasonable based on prior personnel and budgetary practices; and
 - Applicant successfully performs/manages current projects.





Consideration of Program-Specific Aspects

- A project or group of projects which represents a diversity of technical approaches or methods;
- Efforts that are complementary and/or duplicative, which, when taken together, will best achieve the goals and objectives;
- Different kinds and sizes of organizations in order to provide a balanced programmatic effort and a variety of different technical perspectives; and
- Projects with a broad or specific geographic distribution.





Applicant Negotiation

- FMCSA expects to conducting negotiations (if necessary) on or about January 29, 2015.
- The FMCSA will consider the results of the reviews, applicant responses (if applicable) and recommend that the application:
 - 1) Be approved for award from currently available funds (in its entirety or in part); or,
 - 2) Be declined due to insufficient funds or unfavorable review.





Award Administration Information

- Once the FMCSA Administrator approves the recommendations, they are presented to the United States Secretary of Transportation for final approval.
- The FMCSA may not award grants or release information concerning application recommendations until Secretarial approval is obtained.
- FMCSA may not award grants until the enactment of authorizing legislation, an appropriations act, budget authority, and apportionment from the Office of Management and Budget.





After approval, what are the expectations?

- After approval, the GMO issues the Notice of Grant Award (NGA) to the recommended applicant via GrantSolutions, the FMCSA grant management system.
- Attached to the NGA is the FMCSA Financial Assistance Agreement General Provisions and Assurances.
- Applicants must agree to the terms and conditions before grant funds will be awarded.





Thank you for attending!

Agency Contact: FMCSA Grants Management Office (GMO):

By E-mail:

FMCSA_GrantMgmtHelpdesk@dot.gov, or

By Telephone:

(202) 366-0621

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

