



U.S. Department of Transportation



FMCSA

FY 2019 Commercial Driver's License Program Implementation (CDLPI) Grant Funding Conference

Application Due Date
April 16, 2019
5:00 p.m. Eastern Time



Federal Motor Carrier Safety Administration



Presenters

Wendy Cunningham, CDL Grant Program Manager

Commercial Driver's License Division

Rikita Jarrett, Grants Management Specialist

Grants Management Office

Lisa Ensley, Grants Management Specialist

Grants Management Office

James Ross, Grants Management Specialist

Grants Management Office

Lester Finkle, National Title VI Program Manager

Office of Civil Rights





Agenda

- FY 2018 CDLPI Grant Update
- FY 2019 CDLPI Requirements
 - Eligibility Information
 - Cost Sharing and Matching Requirements
 - Period of Performance
 - Application Structure
- Eligible CDLPI Projects Overview
- Grants Management Office Overview
- CDLPI Narrative Samples
- Attachment B - SF-424A Categories Budget Narrative Sample





FY 2018 CDLPI Grant Update

Authorized funds	\$31.32
Anticipated number of awards/ cooperative agreements	50
Requested funds	\$48M
Applications received (eligible)	64 (44)
Awarded funds	\$31.32M
Awarded Applications	36





FY 2019 CDLPI Grant

Authorized funds	\$32,012,500
Anticipated number of awards/ cooperative agreements	50

Grants & Cooperative Agreement*

<https://www.fmcsa.dot.gov/mission/grants/cooperative-agreements>





FY 2019 CDLPI Grant Program Goal

The CDLPI Grant Program's goal is to reduce the number and severity of CMV Crashes in the United States by ensuring that only qualified drivers are eligible to receive and retain a CDL.





FY 2019 CDLPI Grant Program

The CDLPI Grant Program is a competitive program which provides financial assistance for:

- State Commercial Driver's License (CDL) program compliance and improvement projects.
- Projects that support the improvement of CDL processes and motor vehicle safety





FY 2019 CDLPI Grant Project Types

- The FY 2019 CDLPI grant program supports two main project types
 - CDLPI Basic Projects
 - High Priority/Emerging Issues Projects





FY 2019 CDLPI Basic Project

- CDLPI Basic Project Types
 - State Driver Licensing Agency (SDLA) are eligible to apply for projects that:
 - Support the development, implementation, and maintenance of all or part of the CDL Program; or,
 - Have a direct impact on State Compliance with the provisions of 49 CFR Parts 383 and 384.





FY 2019 CDLPI Basic National Priorities

- Supports sustained CDL statutory compliance projects.
 - Projects that will enable States to achieve and/or sustain full compliance or, in the case of a State that is making a good faith effort toward substantial compliance with the requirements in 49 U.S.C. §§ 31311 and 31313, to improve the implementation of its CDL program.
 - FMCSA will reimburse 90 percent of the total project costs to maintain compliance.
- Projects to implement FMCSA rulemakings.
 - Projects to assist States in achieving or sustaining compliance with the requirements of related rulemakings
 - FMCSA will reimburse 100 percent of total project costs for Information Technology programming to implement FMCSA required rulemakings impacting a State's CDL program.



FY 2019 CDLPI Basic National Priorities

- Correction and mitigation of CDL regulatory compliance findings.
 - Projects that implement State strategies to address findings documented in FMCSA databases.
 - The open findings and proposed strategies should be described in the CDL Program Self-Assessment section of the application.
 - FMCSA will reimburse 100 percent of the total project costs to correct and mitigate State compliance findings.





FY 2019 CDLPI Basic National Priorities

- SDLA partnership efforts.
 - FMCSA also encourages applications for projects that promote partnership efforts that lead to substantial compliance.
 - FMCSA will give priority to proposals for multi-jurisdictional partnerships that support
 - Anti-fraud activities, communication or on-site consultation on best practices, and/or the resolution of barriers to compliance.
 - The FMCSA will reimburse 90% of total project costs.





FY 2019 CDLPI Basic National Priorities

- Anti-human trafficking projects
 - As provided in 49 USC 31313(a)(3), that support the recognition, prevention, and reporting of human trafficking.
 - FMCSA will reimburse 90 percent of total project costs.
- SDLA's operation and maintenance (O&M) projects.
 - Lowest Priority
 - The FMCSA will reimburse 90 percent of total project costs.





FY 2019 CDLPI High Priority/Emerging Issues

- High Priority/Emerging Issues Projects
 - Implementation by States, local governments, and other entities capable of executing National Projects that aid States in their compliance efforts and improving the National CDL program
 - Federal funding will be 90 percent of total project





FY 2019 CDLPI High Priority/Emerging Issues

- Projects that support research, development, innovation, demonstration projects, public education, and other activities that directly relate to improving the CDL process and increasing motor vehicle safety. These are projects that are:
 - a benefit to all jurisdictions in the United States,
 - designed to address National safety concerns and circumstances, or
 - being considered for National implementation.





FY 2019 CDLPI High Priority/Emerging Issues

- Priorities of Projects:
 - provides training and/or technical assistance to CDL stakeholders including SDLAs, courts, and law enforcement;
 - facilitates the timeliness, accuracy, and completeness of CDL data exchange;
 - offers direct guidance or consultation to CDL stakeholders on best practices; or,
 - demonstrates an innovative approach to:
 - establish a project to reduce the CDL skills testing delays;
 - implement an employer notification system with potential benefit to the National CDL Program; or,
 - human trafficking outreach projects will be reimbursed 90 percent of the total project costs for these types of projects.



FY 2019 CDLPI High Priority/Emerging Issues

- Enhancing court expertise.
 - Projects that enhance the expertise of court officers in prosecuting, adjudicating, and transmitting CDL violations.
- Projects that facilitate the detection and prevention of fraud in the CDL process.
 - Projects for detecting and preventing fraud in the CDL process may include, but are not limited to, issuing, testing, recordkeeping, and data reporting.
- Hosting meetings and conferences to address CDL compliance issues among the SDLAs.
 - For example, projects can include hosting a meeting that brings all stakeholders together to share experiences and best practices, and updates on the industry's latest tools and resources.





FY2019 HP/Emerging Issues Projects

- Temporary Project at FMCSA Headquarters
 - Work directly with CDL Division
 - Sufficient background to contribute to the national program from a SDLA's perspective
 - Describe national project idea in application
 - 12 month assignment start date January 2020 end by June 30, 2021
 - Federal funds 100%





CDLPI - Eligibility Information

- Eligible entities include, but are not limited to:
 - State Driver Licensing Agencies (SDLAs)
 - State Court officers
 - Organizations that support multi-state partnerships
 - Other Agencies that directly impact a State's compliance with provisions of 49 CFR Parts 383 and 384





Cost-Sharing and Matching Requirements

Applicants should pay close attention to matching requirements when completing their Grant proposals.

- 100% reimbursement for specific projects that are correcting **non-compliance** Issues
- 90% reimbursement / 10% match
 - Ensure the match is included in your budget and the narrative describes the line item(s) being used





Match Reminders

- Any eligible type of cost included in the approved budget may be used as match.
- Grantees may vary the costs used as match from voucher to voucher, provided those costs were included in the approved budget.
- Costs that have not been approved by FMCSA as part of the project's budget may not be used as match.





Period of Performance

- Year of award + 4 additional fiscal year
 - period of performance (PoP) will end on 9/30/2023





Important Changes and Reminders for FY2019

- Submit budget information in whole numbers only.
 - Block 18 of the Application for Federal Assistance (SF-424) and all fields of the Budget Information form (SF-424A) should be reflected in whole dollars ONLY.
 - Do not use cents; round up for .51 above or down for .50 or less.
- Document each grant project separately.
 - Document each grant project separately in column A (Grant Program Function or Activity) of Section A of the SF-424A.
 - These same grant program function(s) or activities should be reflected in Section B-Budget Categories as indicated on row 6.
 - If more than 4 projects are being proposed, please use a continuation page for the SF-424A.



SF-424A – Section A Budget Summary

[View Burden Statement](#)

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.			\$	\$	\$	\$	\$
2.							
3.							
4.							
5. Totals			\$	\$	\$	\$	\$

Standard Form 424A (Rev. 7-97)
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SF-424A – Section B Budget Categories

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

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CDLPI Cost Prohibition

- FMCSA is prohibited to support the purchase, rent or leasing of land or building, per 49 U.S.C. § 31313(b), with CDLPI grant funds.
 - Both Direct Cost and Indirect Costs
 - Examples:
 - New CDL Skills Testing site/facility- Prohibited
- Vs
- Renting space for a conference room for a training conference- not Prohibited





Application Structure

- Must Complete ALL forms included in the Notice of Funding Opportunity (NOFO) at www.grants.gov
- Limited to 35 pages





Project Narrative Development

- **Introduction:** Explain the project purpose, including what specific grant priorities being addressed.
- **Problem Statement:** Describe the issue the project will be addressing. Include baseline data and targeted outcome.
- **Performance Objective:** Describe the expected project outcome.





Project Narrative Development

- **Program Activity Plan:** Outline activities required to achieve the performance objective including timeline.
- **Performance Measurement Plan:** Explain how the progress will be measured.
- **Monitoring Plan:** Explain how the project's progress will be assessed.





Budget Narrative Development

- Description by budget category (SF-424a object class categories)
- Justification of the expense to determine it's allowable, allocable, reasonable and necessary
- Mathematically correct
- Match is discussed/identified





Problem Statement

- **5 page maximum**
- A quantitative description of the 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). Data should support proposed project(s).



Performance Objective

- **5 page maximum**
- A description of the applicant's quantifiable goal related to the above problem statement. This 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.



Program Activity

- **5 page maximum**
- A description of the activities the applicant believes will help mitigate the problem. Description should include details such as number and frequency of activities.





Performance Measurement Plan

- **5 page maximum**
- A description of how the applicant will measure progress towards the performance objective goal, such as quantifiable and measurable outputs (hours, reduced # of days, fraud detected, trained, 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.





Project Narrative Development

- **Monitoring Plan:** Explain how the project's progress will be assessed.
- **Organizational Capacity:** Explain how your organization has the expertise to successfully implement the stated strategies and achieve it's stated goals.





Budget Narrative Development

- Description by budget category (SF-424a object class categories)
- Justification the expense is allowable, allocable, reasonable and necessary
- Mathematically correct





Budget Narrative vs 424a

Ensure your budget narrative matches the SF-424a in your application package, including that the object class category total matches.





Eligible Expenses

Guidance available in:

- [2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)





CDLPI Eligible Costs/Activities

- Personnel expenses
- Equipment and Travel Expenses
- Indirect costs
- Clerical and administrative expenses
- Expenses related to the improvement of real property
 - Refurbishing of paved areas for conducting off-road skills tests
- Expenses related to data acquisition, storage, and analysis





Grant Development Tips

- Read the NOFO
- Pay very close attention to the requirements.
- Follow all grant instructions to the letter. Ask questions of the NOFO Point of Contact.
- Tell the same story in the proposal and the budget narrative.
- Be careful when copying from a previous year application.
- Leave plenty of time to prepare. Submit early.





NOFO Point of Contact

For Programmatic concerns:

Wendy Cunningham, Grant Program Manager

360-481-4485

Wendy.Cunningham@dot.gov

For Financial concerns:

Lisa Ensley, Grants Management Specialist

202-366-1736

Lisa.Ensley@dot.gov





Title VI Program Requirements

Note: Both the Plan & Assurance must be submitted each Fiscal Year in which Applicant submits a Grant Application to FMCSA. ***Please do not submit in Grants.gov with application. Both Plan and Assurances should be submitted directly to the Title VI Program Manager.***

For more information and/or answers to questions, please contact:

Lester G. Finkle

FMCSA National Title VI Program Manager

lester.finkle@dot.gov

202-366-4474





FMCSA CDLPI

Title VI Program Requirements For FY 2019

FMCSA Title VI Program Compliance Plan

Checklist: This is the format for the Title VI Program Compliance Plan. The Plan will include a Chief Executive Officer signed/dated FMCSA Title VI Program Assurance. The following is applicable:





FMCSA CDLPI

Title VI Program Requirements For FY 2019 (Cont'd)

- **FY 2018 Grantees:** The FY 2018 approved Plan will be updated to identify any procedural changes (if any) and to update the status regarding any to-be-completed items (if any). The Policy Statement and Assurance will need to be re-signed/re-dated. The approval letter for the FY 2019 Plan will be provided upon receipt of the updated Plan;





FMCSA CDPLI

Title VI Program Requirements For FY 2019 (Cont'd)

- **FY 2019 Applicants that did not submit an application in FY 2018:** Develop a FMCSA Title VI Program Compliance Plan using the Checklist or update the FMCSA-approved FY 2017 Plan using the FY 2019 Checklist. The FMCSA National Title VI Program Manager is providing technical assistance to each Applicant. The FY 2019 approval letter will be provided upon receipt of the final/updated Title VI Program Compliance Plan.





FMCSA CDPLI

Title VI Program Compliance Plan Checklist

- Policy Statement;
- FMCSA Title VI Program Assurance;
- Description of Federal-Aid Programs;
- Notification to Beneficiaries/Participants;
- Sub-Recipient Compliance Reports;
- Training;





FMCSA CDLPI

Title VI Program Compliance Plan Checklist (Cont'd)

- Access to Records;
- Complaint Disposition Process;
- Status of Corrective Actions Implemented by Applicant to Address Deficiencies Identified During a Title VI Program Compliance Review;
- Community Participation Process.





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FMCSA CDLPI

Questions

Are there any questions or clarifications?





FMCSA CDLPI

Contact Information

Lester Finkle
National Title VI Program Manager

lester.finkle@dot.gov

202-366-4474





U.S. Department of Transportation



FMCSA FY 2019 CDL Grant Opportunity Announcement Webinar

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Federal Motor Carrier Safety Administration



How to Submit the Application

- **STEP #1:** To apply, the applicant must complete the Grants.gov registration process. Note that the registration process for a new user can take as long as four weeks.
- **STEP #2:** Every applicant must:
 1. Be registered in the System for Award Management
 2. Provide a valid Data Universal Numbering System (DUNS) number
 3. Continue to maintain an active SAM registration
- **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.





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)





Required Application Document Checklist

6. Key Contacts Form
7. Project and Budget Narratives
8. Indirect Cost Rate Agreement (if applicable)





SF-424

- FMCSA uses Boxes 8f and 21 as the appropriate point of contact (POC) for all pre-award and awarding activities, such as matters involving the application and accepting NGAs.
- The associated user account role in GrantSolutions (GS) for Box 8f is the Principal Investigator/Program Director (PI/PD) and for Box 21 is the Grantee Authorized Representative (ADO).
- The SF-424 establishes the POC for pre-award and awarding activities, it does not necessarily establish the POCs for all post-award activities throughout the grant's lifecycle.





Key Contact Form

- The Key Contact Form (KCF) requests contact information for: 1.) Authorized Designated Official (authorized signer) 2.) Principal Investigator or Program Director (program/project manager); and 3) Financial Official (grants Manager).
- This form should also be used when establishing additional personnel for all award activities throughout the grant's lifecycle; such as shared responsibilities for ADO and/or PI/PD roles.





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 with your application in Grants.gov (www.grants.gov)
- 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.





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? (cont.)

- **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





If you do not receive these emails contact Grants.Gov at:

• Phone:	1-800-518-4726 (toll-free) or 606-545-5035
• Business Hours:	24 hours a day, 7 days a week. Closed on Federal holidays
• Email:	support@grants.gov





Title VI Program Requirements

Note: Both the Plan & Assurance must be submitted each Fiscal Year in which Applicant submits a Grant Application to FMCSA. ***Please do not submit in Grants.gov with application. Both Plan and Assurances should be submitted directly to the Title VI Program Manager.***

For more information and/or answers to questions, please contact:

Lester G. Finkle

FMCSA National Title VI Program Manager

lester.finkle@dot.gov

202-366-4474





What to Expect After the Application is Submitted and accepted by Grants.gov





Technical Merit Review

The Technical Review Panel (TRP) evaluates applications to determine that:

- Applicant describes an enforcement program that will meet the stated objectives of the notice of funding availability
- Proposed work is based on sound principles of Commercial Driver's License Program and will likely result in project success
- Staffing resource allocation is sufficient to achieve the program objectives





Technical Merit Review, cont.

The Technical Review Panel (TRP) evaluates applications to determine that:

- All equipment, training, and travel components are clearly linked to the project goal
- Components are necessary to adequately equip, train, and enable personnel
- Cost is allowable and eligible per the program
- Proposed expenditures are reasonable in amount and clearly necessary to conduct the activities





Technical Merit Review, cont.

The Technical Review Panel (TRP) evaluates applications to determine that the application includes:

- Clearly-identified performance goals and measurements
- A monitoring and evaluation component that indicates how the recipient will ensure project success





Budget Review/Cost Analysis

Reviewers will evaluate applications to determine that:

- 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
- 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





Applicant Performance

Reviewers evaluate applications to determine that:

- the application is reasonable in scope, adequate to address existing and emerging commercial vehicle safety issues, and likely to succeed;
- the proposed expenditures are reasonable based on personnel and budgetary practices; and
- the applicant successfully performs/manages current or past projects.
- the proposed application includes a plan, milestones, measurable outcomes.





Applicant Past Performance with FMCSA

Reviewers evaluate applications to determine that:

- 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
- Applicant successfully performs/manages current projects





Developing a Successful Application Budget Narrative

What is a Budget Narrative?

- A budget narrative explains the “who, what, when, where, how and why” of a line item cost to carry out grant project goals and objectives. (helps the reviewer understand the legitimacy of the cost proposed)
- The budget narrative:
 - Is clear, specific, detailed and mathematically correct
 - Shows how costs are allowable, allocable, reasonable and necessary
 - Is a description, by budget category (object class) that details the costs necessary to complete the proposed projects
 - Provides a sufficient level of detail to justify the funding requested.





Eligible Expenses

Guidance available in:

- [2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)





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 System for Award Management (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.





Additional Considerations

- FMCSA may conduct inquiries to obtain clarification (if necessary).
- The FMCSA will consider the results of the reviews, applicant responses (if applicable) and recommend that the application:
 - be approved for award from currently available funds (in its entirety or in part), or
 - be declined due to limited funds or unfavorable review.





Applicant Negotiation

- FMCSA expects to conduct negotiation
- FMCSA will consider the results of the reviews, applicant responses 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

- FMCSA may not award grants or release information concerning application recommendations until approval is obtained
- FMCSA may not award grants until the enactment of authorizing legislation, appropriations act, and apportionment





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

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.





Project Plan Example

Here are samples and some tips to use!





CDLPI Problem Statement Example

- *The Applicant proposes to implement strategies that remove barriers to compliance and improve customer confidence to ensure accuracy, completeness, and timeliness of CDL data and to sustain a status of zero open findings in SCORE.*
 - *Specifically, this application requests funding to expand the existing suite of online services to add identification of CDL duplicates, driver address changes, license reinstatement, and calendared reminders about the approaching expiration of the driver's current medical certificate and/or medical variances.*
 - *A successful pilot at the Applicant's expense has confirmed that this approach reduces the potential for fraud and for unqualified drivers being issued a CDL.*



CDLPI Performance Objective Example

- *This application's performance objective is strengthening CDL program control and oversight to ensure continued compliance with all current program requirements by purchasing and installing 15 Motion Computer Scoring Tablets; this technology will limit each examiner to a unique ID, and will use GPS to record and log the comprehensiveness and thoroughness of the required CDL road test. These capabilities are both considered best practices in detecting and preventing fraud.*



CDLPI Program Activity Plan Example

- *Expanding the program to automate pre-trip, basic control skills, and road test scoring for all tester/examiners conducting 50 or more CDL skills tests annually by purchasing 15 tablets, providing training in using the equipment, and coordinating with the vendor to ensure that test results can be successfully transmitted.*





CDLPI Performance Measurement Example

- *The Applicant will monitor and report on the number and percentage of mid-to-high volume examiners whose tests are performed using automated scoring equipment, and will increase the number of unscheduled examiner audits by 10 percent as compared to the previous 12-month period.*
- *The Applicant will provide status updates through quarterly progress and financial reports. The Applicant will also provide a final report that includes a process evaluation describing how the project was conducted and how it met the desired objectives*



Budget Narrative Guidance

Here are samples and some tips to use!



Personnel Object Class

Salary Information					
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Cost
Supervisor	1	100	2080	\$28	\$58,240
Sample	1	50	1040	\$19	\$19,760
Sample- IT Specialist	10	100	2080	\$19	\$395,200
Sub-Total Salary					\$473,200
Total Personnel					\$473,200
The Supervisor supervises activities of the project. She/he spends 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. IT specialist – specifically what project are they working on described					



Personnel Budget Tips

- FMCSA evaluates personnel costs to determine that:
 - Proposed number of personnel is appropriate and that there is sufficient staffing
 - Salary ranges are reasonable
- The labor mix should be consistent with the caliber of effort (professional, nonprofessional and clerical) required by the grant





Fringe Object Class

Position(s)	Rate	Base Amount	Total Cost
1 Staffer	16.72	100	\$6,608
10 Staffers (Part-Time)	16.72	50	\$33,040
Sub-Total Fringe Benefits			\$39,648
Fringe benefits include cost of health insurance, retirement, workers' compensation and unemployment benefit plans. It is calculated at the average rate of 16.72 as recognized by the cognizant agency. This rate is applied to the average hourly rate of \$19 per staffer, with a projected annual hours worked at 2,080 hours. The 10 part-time staffers average 50% per staffer working on the program or an average of 1,040 hours.			



Fringe Budget Tips

- Include how you calculated the benefit amount
 - E.g., actual fringe benefits, rate approved by the Health and Human Services State Wide Cost Allocation Plan or cognizant agency
- Explain what is included in the benefit package
- Fringe percentages are averages—the SF-270 will provide specific fringe costs of employees when you seek reimbursement





Fringe Budget Tips, cont.

- Do not combine the fringe benefit costs with direct salaries and wages in the personnel category.
- An agency who is on a cash basis shall not accrue leave expenses per 2 CFR 200.431(b)(3)(i-ii).





Travel Object Class

Purpose	# of Staff	Days	Total Cost
Meetings	15		\$300,000
Refresher Training	15		\$27,000
FMCSA Conference	4		\$7,600
Sub-Total Travel			\$334,600

Refresher Training is expected to be conducted during the year. Fifteen (15) staff members will be attending certification training. Our experience has shown that the average cost for this training, which includes, airfare, per diem, hotel, taxi, and related expenses has come to \$1,800 per employee.

It is expected that the FMCSA will be holding an CDL related conference but its location and related costs cannot be determined at this time. We are budgeting based on last year's average cost at \$1,800 per employee.



Travel Budget Tips

- Travel costs include field work activities or professional meetings
- FMCSA evaluates:
 - Out-of-state to ensure the trips planned are necessary to complete the scope of work
 - The number of travelers is consistent with the trip purpose





Travel Budget Tips, cont.

Some more helpful tips

- Place unexpected conferences/trips into the budget – no need to breakout daily cost
- Include estimates for unforeseen travel with and estimated costs
- Explain the reason for travel expenses for project personnel





Equipment Object Class

Item Name	# of Items	Cost per Item	Total Cost
Servers for Facial Recognition	3	\$15,000	\$45,000
Sub-Total Equipment			\$45,000
The SDLA requests 3 new servers to complete the facial recognition project to decrease fraud of CDL applicants. These servers will only be used for grant eligible purpose or will a cost allocation plan will be provided to support the CDLPI portion of the expenses.			



Equipment Budget Tips

- Tangible, nonexpendable, personal property items that have a useful life of more than one year and an acquisition cost of \$5,000 or more per unit
- FMCSA evaluates the need for the equipment (e.g., ratio of employees to equipment) in the budget narrative and how it supports project activities





Equipment Budget Tips, cont.

- FMCSA evaluates how the equipment is being used to support more than one grant
 - If it does, FMCSA evaluates if the cost has been prorated accurately
- FMCSA reviews past performance to determine if the same equipment was purchased in previous years





Equipment Budget Tips, cont.

Some more helpful tips

- Indicate if your equipment threshold is below \$5,000
- Explain the purpose and use of each item of equipment
 - Prorate, if applicable
- Common purchases like a computer system are considered equipment if the total cost exceeds the threshold





Supplies Object Class

Item Name	# of Units/Items	Unit of Measure	Cost per Unit	Total Cost
General Office Supplies	12	Month	\$39	\$468
Mobile Printers	7	Item	\$250	\$1,750
Laptop Computers	12	Item	\$2,000	\$24,000
Sub-Total Supplies				\$26,218
General office supplies are required for 26 people in the program. Ten part-time staff require new laptop computers and five full-time staff require new mobile printers to complete this grant's activities. The extra mobile printers and laptops are requested for replacement purposes.				



Supplies Budget Tips

- Supplies are tangible personal property other than equipment
- FMCSA evaluates supplies costs to ensure a sufficient level of detail that would allow an informed reader to understand that the standard office supplies are reasonable





Supplies Budget Tips

Some more helpful tips

- Document supplies by indicating the approximate expenditure of the unit as a whole
- Remember to include a quantity and unit cost for larger cost supply items such as computers and printers





Contractual Object Class

Contractual Cost Budget Narrative (SF-424A, Line 6f)

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 timeliness and quality of our data systems; in addition, the contractor oversees the development of plans to implement improvements to the system that support the state's highway safety programs. The contractor will install the necessary software and ensure that it is compatible with all existing platforms.	



Contractual Budget Tips

FMCSA reviews the contractual narrative to ensure it contains:

- 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





Contractual Budget Tips, cont.

A contractor:

- Provides goods and services within normal business operations
- Provides similar goods or services to different purchasers
- Operates in a competitive environment
- Provides goods or services that are ancillary to the operation of the Federal program





Contractual Budget Tips, cont.

A sub grantee:

- Has performance measured in relation to whether objectives of a Federal program were met;
- Has a programmatic decision-making role;
- Is responsible for adhering to applicable Federal program requirements
- Uses Federal funds to carry out a program for a public purpose





Contractual Budget Tips, cont.

Some more helpful tips

- Include the name of the vendor/sub grantee, if known
 - If not, indicate that the selection is pending and an estimated timeframe when the vendor/sub grantee will be selected
- Explain the purpose of the contract/sub grant and how the cost was estimated





Other Object Class

Item Name	# of Unit/ Items	Unit of Measurement	Cost Per Unit	Total Cost
Copy machine rental	12	Item	\$50	\$600
Sub-Total 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. The cost is based on the average, prior grant year usage of the machine for grant activities.				



Other Budget Tips

- Other costs are costs that do not fit within any of the other object class categories
- Typical costs in this category utilities, and printing costs





Other Budget Tips, cont.

FMCSA reviews other costs to determine costs are:

- Consistent with the proposed work plan
- Necessary to complete the approved work plan
- Allowable
- Reasonable





Other Budget Tips, cont.

If planning to lease items:

- A lease is considered “other” when you are not the prime on the agreement—i.e., you are partnering with or using a shared utility or other service
- A lease is considered a contractual cost when you directly engage, and form a contract with, a vendor





Other Budget Tips, cont.

- Ensure other costs such as professional services, audit, postage, printing expenses are not already in your indirect cost rate agreement/cost allocation plan





Indirect Cost Tips

- Indirect costs are costs incurred for common or joint objectives that benefit more than one project
- FMCSA reviews indirect cost rates to ensure the rate is valid, calculations are correct in the budget, and that the rate is applied to the appropriate base





Indirect Cost Tips, cont.

- Remember to include your indirect cost rate agreement with your application in Grants.gov
 - If your rate will not be approved by the due date, attach the letter of renewal or letter of request you sent to your cognizant agency
 - This will be a placeholder until the rate is approved
- Grantees may not receive reimbursement for indirect costs until the rate is approved





Indirect Cost Tips, cont.

- Grantees can request a one time extension of their indirect rate for up to 4 years. See 2CFR.200.414 (g) Restrictions apply:
- Request should be approved by the Federal Cognizant Agency.
- If extension is granted, the rate will not be reduced or renegotiated until the extension period is over.
- Grantees can request another one time extension of a current rate, as long as there's another negotiated rate between the 4 year extension.





Indirect Cost Tips, cont. (de minimis)

- The de minimis rate is allowable at 10% and the following restrictions apply:
- Grantee has never had a Federally approved indirect rate
- Rate is applied to modified total direct cost only
- State or local gov't agencies that receive more than \$35Min federal funds can't use de minimis rate
- A grantee must use the de minimis rate for all their Federal awards (if indirect is allowable). Grantee's can't use a negotiated rate for one Federal agency and the de minimis rate for a different Federal agency.





Indirect Cost Tips (de minimis)

- Grantee can use this rate for as long as they choose or until they get a negotiated rate
- 2 CFR 200.414 (f)

In an effort to relieve administrative burden, Office of Management and Budget (OMB) specified that non-federal entities that have never received a negotiated indirect cost rate many elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.





Sub recipient vs. Contractor

Under the OMB Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, which went into effect on 12/16/2014, the term “vendor” was replaced with “contractor.” The terms vendor and contractor substantially have the same meaning and may be used interchangeably in other guidance. For consistency purposes, when Harvard provides funds from a federal award to a non-federal entity, the non-federal entity receiving these funds is classified as a sub recipient or a contractor based on the nature of the agreement and the criteria in 2 CFR §200.330.

