U.S. Department of Transportation

Pipeline and Hazardous Materials Safety Administration (PHMSA)

Notice of Funding Opportunity

Supplemental Public-Sector Training Grants

Fiscal Year (FY) 2019

NOFO Posted Date: March 26, 2019
Application Due Date: May 24, 2019
Questions Due Date: May 23, 2019

Applicant must register at www.grants.gov to apply online. It is highly recommended that applicants begin the registration process as soon as possible to avoid delays in application submission. Additionally, applicants must maintain an active registration in the System for Award Management at www.SAM.gov.

Furthermore, applicants must register with FedConnect at https://www.fedconnect.net for an account before submitting an application. Your organization's Marketing Partner ID number (MPIN), which can be retrieved from SAM, is required to create an account. For instructions on how to register in FedConnect and how to use the portal, view the *FedConnect: Ready, Set, Go! Tutorial* under the *Need Help?* section on the FedConnect home page.

Assistance Listing (CFDA)
20.703 "Interagency Hazardous Materials Public Sector Training and Planning Grants"

PHMSA Notice of Funding Opportunity Number
693JK319NF0009 ***Amendment 000003***

Table of Contents

Program Summary **3**
Mission **4**
Section A - Program Description **4**
Section A.1 Purpose 4
Section A.2 Statute and Program Authority 4
Section A.3 Background 4
Section B - Federal Award Information **5**
Section B.1 Funding 5
Section B.2 Period of Performance 5
Section B.3 Type of Award 5
Section B.4 Previous Awards 5
Section C - Eligibility Information **5**
Section C.1 Eligible Applicants 5
Section C.2 Cost Sharing or Matching 5
Section D - Application and Submission Information **5**
Section D.1 Request Application Package 5
Section D.2 Content and Form of Application Submission 5
Section D.3 Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM) 11
Section D.4 Submission Dates and Times 11
Section D.5 Funding Restrictions 11
Section E - Application Review Information **12**
Section E.1 Evaluation Questions 12
Section E.2 Review and Selection Process (includes ratings guideline and Departmental Objectives) 13
Section E.3 FAPIIS Check 14
Section E.4 Anticipated Announcement and Federal Award Dates 14
Section F - Federal Award Administration Information **14**
Section F.1 Federal Award Notices 14
Section F.2 Administrative and National Policy Requirements 15
Section F.3 Reporting 16
Section G - Federal Awarding Agency Contact(s) **17**

Program Summary

Federal Agency Name:	U.S. Department of Transportation (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA)
Funding Opportunity Title:	"Supplemental Public-Sector Training Grants – FY 2019"
Announcement Type:	Initial Announcement
Funding Opportunity Number:	693JK319NF0009
CFDA Number:	20.703
NOFO Posted Date: Application Due Date:	April 5, 2019 May 24, 2019

MISSION

The mission of the U.S. Department of Transportation (DOT) is to ensure our nation has the safest, most efficient and modern transportation system in the world. DOT's Pipeline and Hazardous Materials Safety Administration (PHMSA) protects people and the environment by advancing the safe transportation of energy and other hazardous materials that are essential to our daily lives. To do this, the agency establishes national policy, sets and enforces standards, educates, and conducts research to prevent incidents. Additionally, PHMSA prepares the public and first responders to reduce consequences if an incident occurs. To accomplish this, PHMSA awards grants to states, tribes, territories, and nonprofit organizations that assist in our mission to ensure pipelines operate safely and shipments arrive without incident.

SECTION A - PROGRAM DESCRIPTION

A. 1 Statement of Purpose

The Pipeline and Hazardous Materials Safety Administration (PHMSA), through this competitive grant opportunity, is requesting applications from national nonprofit fire service organizations for Supplemental Public-Sector Training (SPST) grant funds. The foundation of the SPST Grants Program is a "train-the-trainer" model. The intent of the grant is to train hazmat instructors who will then train public-sector hazmat responders. Properly planned and maintained training programs are essential to ensuring that emergency responders who receive training under the grant will have the ability to protect nearby persons, property, and the environment from the effects of accidents or incidents involving the transportation of hazardous material in accordance with existing regulations or National Fire Protection standards for competence of responders to accidents and incidents involving hazardous materials.

A.2 Statute and Program Authority

The SPST grant program was authorized by Congress in the Hazardous Materials Transportation Authorization Act of 1994 (P. L. 103–311), which amended 49 U.S.C. § 5116 and added a new subsection (i) concerning supplemental training grants.

A.3 Background

SPST grants are intended to further the purposes of the Hazardous Materials Emergency Preparedness (HMEP) grant program under § 5116(a), to train public-sector hazmat responders. § 5116(i)(1) provides that the Secretary of Transportation "shall, subject to the availability of funds and through a competitive process, make grant(s)to national nonprofit fire service organizations for the purpose of training instructors to conduct hazardous materials response training programs for individuals with statutory responsibility to respond to hazardous materials accidents and incidents." To the extent determined appropriate, SPST grant funds may also be used to train individuals with responsibility to respond to accidents and incidents involving hazardous material, as allowed for under § 5116(i)(6).

SECTION B - FEDERAL AWARD INFORMATION

B.1 Funding

This notice of funding opportunity is subject to the availability of funds. PHMSA anticipates $2,000,000 will be made available to support the SPST grant program. The expected amounts of individual Federal awards for organizations range from $467,000 to $2,000,000.

B.2 Period of Performance

The period of performance is twelve (12) months from the effective date of award for each grant.

B.3 Type of Award

Discretionary grant award.

B.4 Previous Awards

Applicants who received a previous PHMSA Supplemental Public-Sector Training grant award may apply for a FY 2019 grant.

SECTION C - ELIGIBILITY INFORMATION

C.1 Eligible Applicants

The FY2019 SPST grant program is open to national nonprofit fire service organizations for the purpose of training instructors to conduct hazardous materials response training programs for individuals with statutory responsibility to respond to hazardous materials accidents and incidents; and to train individuals with responsibility to respond to accidents and incidents involving hazardous material, as allowed for under § 5116(i)(6).

C.2 Cost Sharing or Matching

There are no cost-sharing or matching requirements.

SECTION D - APPLICATION AND SUBMISSION INFORMATION

D.1 Request Application Package

PHMSA requires applicants for this funding opportunity to apply electronically through grants.gov. Applicants must download the application package associated with this funding opportunity by following the directions provided on grants.gov.

The application package contains the required electronic forms and the ability to upload attachments for the budget narrative, budget justification, project narrative, assurances, and certifications. The applicant must submit the information outlined in the Application Guide in addition to the program-specific information below.

D.2 Content and Form of Application

Applications should be clear, concise and free of mathematical errors in the line-item budget and budget narrative. Program narratives should have the sections clearly identified and follow the structure requested in this notice of funding opportunity. Applications for FY 2019 SPST grant funding should be submitted in electronic format in grants.gov according to the following outline. There are two overall sections: (1) standard forms that the applicant will upload and complete from grants.gov under the FY 2019 Supplemental Public-Sector Training grant funding opportunity; and (2) attachments the applicant will need to create and upload.

To begin the process, applicants must be registered with www.Grants.gov to submit an application. It is highly recommended that applicants begin the registration process as soon as possible to avoid delays with submission. **Failure to comply with the prescribed application requirements as described in this section will result in an application not being reviewed.**

Accessing Grants.gov:
For new users, go to http://www.grants.gov/web/grants/applicants.html, or go to the main page at http://www.grants.gov/ and select "Register." **NOTE: New user registrations for Grants.gov can take up to two weeks to complete.** For additional questions on how to register, contact Grants.gov support by phone at (800) 518-4726 or by email at support@grants.gov. Carla Sheppard may also be able to help answer questions on applying for Grants.gov usernames/passwords as they specifically relate to the CSG program. Please contact Carla Sheppard by phone at 202-366-2738 or by email at Carla.Sheppard@dot.gov.

Accessing Fedconnect:
Applicants must register with FedConnect at https://www.fedconnect.net for an account before submitting an application. Your organization's Marketing Partner ID number (MPIN), which can be retrieved from SAM, is required to create an account. For instructions on how to register in FedConnect and how to use the portal, view the *FedConnect: Ready, Set, Go! Tutorial* under the *Need Help?* section on the FedConnect home page. For other technical issues or questions, either email support@fedconnect.net or call us at 1-800-899-6665. The FedConnect Support Center is staffed Monday - Friday 8 a.m. to 8 p.m., EDT, except Federal holidays.

1. Standard Forms

The following forms are found in grants.gov under the FY 2019 SPST Grant Funding Opportunity and must be completed by the applicant.

- SF-424 – Application for Federal assistance
- SF-424A – Budget Information
- ED-80-0013 – Certifications Regarding Lobbying; Debarment, Suspension, Drug-Free Workplace etc.
- Standard Title VI/Non-Discrimination Assurances – Civil Rights Assurances

2. Applicant Attachments to be submitted

All required forms must be created by the applicant and uploaded to grants.gov under the FY 2019 Supplemental Public-Sector Training Grant Funding Opportunity. Guidance for submitting the project narrative and budget narrative is listed in the following section.

- Project Narrative attachment
- Budget Narrative attachment

- Indirect cost agreement; and/or Statement claiming 10% de minimis (if applicable)
- Additional optional attachments (if applicable)

The application forms and templates are available on Grants.gov in the 'Related Documents' tab with detailed instructions on the application process.

3. Project Narrative Required Sections

The following Project Narrative sections are required. To facilitate the application review and award process, submit the sections in order of their appearance as stated below. Applicants should clearly identify the sections in the project narrative section of the application.

(a) **Organization Information and Capacity**. Briefly provide information about your organization. This should include: (1) your organization's mission; (2) a brief overview of the structure of your organization, programs, leadership, and special expertise; and (3) your organization's experience and capacity to manage Federal grant programs – with emphasis on experience managing Federal grants related to train-the-trainer and direct delivery for training emergency responders to safely and effectively respond to hazardous materials transportation incidents.

(b) **Contact Information**. Identify the designated project director, including the name, position, address, email address, and telephone number of the individual(s) who will be responsible for coordinating the funded activities. Additionally, identify authorized individuals who will accept the awarded grant document, as well as individuals responsible for the submission of required federal financial reports.

(c) **Statement of Need**. (1) Describe the needs and gaps for the training of instructors to train individuals with the statutory responsibility to respond to hazardous materials accidents and incidents. The level of need may be described using quantitative and qualitative information preferably based upon macro-level national data, or specific examples of locations with deficiencies in hazmat response training, or a combination of both. (2) Briefly explain how the proposed activities will help to address the identified needs.

(d) **Proposed training activities and timeline**. Describe the proposed training activities for the SPST grant. Include a clear timeline of forecasted dates for projected events. This section should include:

(e) the type of training activities proposed

(f) the location of the activities

(g) a plan for training emergency responders in rural areas

(h) the timeframe when the activity will take place. The timeline should include benchmarks and milestones that will assist with monitoring the project's success. Additionally, any training curriculum or instructor development activities should be described and included in the timeline of events.

(i) **Curriculum.** Provide any training curriculum that will be used for training or a detailed description of the curriculum. If curriculum will be developed during the grant's period of performance, provide a detailed described of curriculum that will be developed.

(j) **Projected outputs and objectives**. Provide quantifiable and measurable outputs planned for the grant's period of performance. Outputs are quantitative data that describe the proposed activities. For delivery of hazmat training courses, outputs should include: (1) number and type of course(s); (2) the number of projected students trained for each course; and (3) number of contact hours for each course. Additionally, broader outcomes or goals may be provided to describe the intended impact of the proposed outputs. This can be either quantitative or qualitative, and should reflect the projected impact of the grant activity outputs.

(k) **Monitoring and evaluation of training**. Provide an explanation of monitoring efforts, internal controls and quality assurance plans to ensure grant program success. These may include, but are not limited to, random examinations, inspections, and audits of training to maximize the cost effectiveness and impact of the program.

4. Budget Narrative Required Sections

The budget narrative is an explanation of each budget component which supports the costs of the proposed work. The budget narrative should focus on how each budget item is required to achieve the proposed project goals and objectives. It should also justify how budget costs were calculated. The budget narrative should be clear, specific, detailed, mathematically correct, and correspond to the SF-424A line-item categories.

Provide a budget narrative justification by Object Class that corresponds to the amount listed on the SF-424A and why the amount is needed to implement the project as proposed in the project narrative. The budget narrative must correspond with the costs identified in the SF-424A line item budget, and vice versa.

A well-developed budget narrative is an effective monitoring tool for both the awarding agency, and grant recipient. However, a budget narrative that does not represent a project's needs makes it difficult to recommend for full funding and to assess financial performance over the life of the project. A description of the object class categories is provided below:

(1) **Personnel** costs are the employee salaries working directly on the grant project. Include the number, type of personnel, the percentage of time dedicated to the project, hourly wage (or salary) and total cost to the grant.

- This category is limited to only persons employed by your organization. Those not employed by your agency shall be classified as subrecipients or contractors and should be listed under the "Contractual" or "Other" object class.
- Only include compensation paid to employees engaged in grant activities.

- Costs should be consistent with that paid for similar types of work within the organization.

(2) **Fringe Benefit** costs are the allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe costs are benefits paid to employees, including the cost of employer's share of FICA, health insurance, workers' compensation, and vacation. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits estimate, approved rate, etc. Include a description of specific benefits charged to a project and the benefit percentage. Additional considerations:

- The personnel/salaries should have corresponding fringe; and vice-versa. PHMSA cannot pay fringe benefits for a position that is not listed in the Personnel section.
- Explain what is included in the benefit package and at what percentage.
- Fringe benefits are only for the percentage of time devoted to the grant project.
- The applicant must not combine the fringe benefit costs with direct salaries and wages in the personnel category.

(3) **Travel:** Travel costs are those costs requested for field work or for travel to professional meetings associated with grant activities. Provide the purpose, method of travel, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.

(4) **Equipment:** Equipment costs includes those items which are tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit, unless the applicant has a clear and consistent written policy that determines a different threshold. Include a description, quantity and unit price for all equipment.

- Purchases of less than $5,000 should be listed under "Supplies" or "Other."
- Each item of equipment must be identified with the corresponding cost. General-purpose equipment must be justified as to how it will be used on the project.

- Analyze the cost benefits of purchasing versus leasing equipment, particularly high-cost items and those subject to rapid technical advances. List rented or leased equipment costs in the "Contractual" or "Other" category, depending upon the procurement method.

(5) **Supplies** are tangible personal property other than equipment. Include the types of property in general terms. It is not necessary to document office supplies in detail (for example: reams of paper, boxes of paperclips, etc.). However, applicants should include a quantity and unit cost for larger cost supply items such as computers and printers.

(6) **Contractual** costs are those services carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. There are two ways to capture costs in this category: subgrants and contracts.

a) **A Subgrant** - is an award provided by a pass-through entity (Grantee/Recipient) to a subrecipient. That subrecipient carries out part of a program for which the Grantee/Recipient received Federal support. A subrecipient has its performance measured in relation to whether objectives of a Federal program were met; has responsibility for programmatic decision making; is responsible for adherence to applicable Federal program requirements specified in the Federal award; and (in accordance with its agreement), uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

b) **A Contract** - is a legal instrument by which a Grantee/Recipient purchases property or services needed to carry out the project or program under an award. A contract/contractor provides the goods and services within normal business operations; provides similar goods or services to many different purchasers; normally operates in a competitive environment; and provides goods or services that are ancillary to the operation of the Federal program.

For all contractual line-item costs, include rationale for the costs; include the specific contract goods and/or services provided; and the related expenses for those goods and services. Simply entering the statement "contractual services" will not be considered sufficient.

(7) **Other** costs that do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, utilities, leased equipment, employee training tuition, etc. "Other" direct costs must be itemized.

(8) **Indirect Costs: (must include IDC agreement or statement claiming de minimis rate)** Indirect costs are allowable in the SPST grant. Indirect costs are incurred for common or joint objectives that benefit more than one project. The

applicant must include a current and fully executed indirect cost rate agreement in the application if claiming indirect costs. The rate must be applied to the appropriate base in the approved 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. A non-profit entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Applicants intending to charge the de minimis rate must include a statement verifying that the organization has never received a negotiated indirect cost rate and that the organization has elected to charge the de minimis rate.

(9) **Match**: Not applicable for the SPST grant program.

D.3 Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Each applicant is required to: (i) Be registered in SAM (SAM.gov) before submitting its application; (ii) provide a valid DUNS number in its application; and (iii) continue to maintain an active SAM registration and DUNS with current information always during which it has an active Federal award or an application under consideration.

PHMSA may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the PHMSA is ready to make an award, PHMSA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

NOTE: PHMSA recommends that Applicants review the SAM database to ensure that their DUNS number is updated and "active." Link:
https://www.sam.gov/portal/public/SAM/

D.4 Submission Dates and Times

Completed applications must be received electronically by 5:00 pm Eastern Daylight Time on May 24th, 2019. If an applicant has technical difficulties submitting the application through Grants.gov, please contact the Grants Program Office, Phone: (202) 366-1109 or Email: HMIT.Grants@dot.gov. Late application submissions will not be considered.

D.5 Funding Restrictions

No less than 25% of the total training activities listed in the application should be for conducting train-the-trainer courses. PHMSA's funding priority for the SPST grant is for instructors to train to the specific needs of public sector hazmat responders in regions or locations in which fire departments or other organizations that provide emergency

response to hazardous materials transportation accidents and incidents are lacking in that specific hazardous materials training. PHMSA will make a grant to an organization under this program only if the organization enters into an agreement with PHMSA to train instructors, on a nondiscriminatory basis, to conduct hazardous materials response training programs using a course or courses that comply with Federal regulations and national consensus standards for hazardous materials response and be open to all public-sector hazmat responders.

The following costs are not eligible for reimbursement under the FY 2019 Supplemental Public-Sector Training Grant Program:

- Personnel costs such as overtime, backfill, stipends, and fees for the state and local personnel receiving training,
- Entertainment, alcohol, or morale costs,
- Any costs disallowed or stated as ineligible in 2 CFR part 200,
- Excessive costs for general office supplies, equipment, computer software, printing and copying.
- Illicit Drug Lab Courses

SECTION E - APPLICATION REVIEW INFORMATION

E.1 Evaluation Criteria

PHMSA will use the following evaluation criteria to determine how the applications address the needs for outreach and training:

1. **Programmatic Evaluation**
   a. Does the applicant have expertise in conducting a training program for emergency responders responsible for responding to accidents and incidents involving hazardous materials?
   b. Does the applicant include a plan for training emergency responders in rural areas?
   c. Does the applicant have the capacity to reach and involve in a training program that targets a population of emergency responders?
   d. Does the applicant provide a detailed needs assessment to identify gaps in training emergency responders include macro-level national data with references to quantitative and qualitative information?
   e. Do the proposed activities included in the application address the gaps found in the needs assessment?
   f. Are the program activities included in the application allowable, allocable, necessary and reasonable?
   g. Does the applicant provide a timeline that clearly communicates when project activities will take place?
   h. Does the application follow the train-the-trainer model, as listed as a priority in the funding announcement?
   i. Does the application list clear outputs, goals and objectives that indicates the grant will have a projected impact on reducing risk and enhancing hazmat transportation safety?

j. Is the application cost effective with reasonable training cost/individual?
k. Does the applicant outline a monitoring and evaluation strategy to help ensure that the project will be successful?

2. Technical Evaluation

a. Is the training consistent with NFPA 472 and/or 29 CFR 1910 120(q)(2)?
b. Does the applicant demonstrate the ability to deliver a successful train-the-trainer program for training emergency responders to safely and efficiently respond to hazmat transportation incidents?

E.2 Review and Selection Process

PHMSA will conduct an initial administrative review of each application to determine if it is complete and meets the eligibility requirements per Section C (Eligibility Information) and responsibility requirements. A team composed of representatives from hazardous materials emergency response stakeholder groups, grant management professionals, and non-career officials will review and evaluate each completed application and provide recommendations for award.

Based on how well the applications address the evaluation questions identified in Section E.1 above, the PHMSA Administrator will then consider how well the applications address the following key Departmental objectives:

a) Supporting economic vitality at the national and regional level;
b) Utilizing alternative funding sources and innovative financing models to attract non-Federal sources of infrastructure investment;
c) Accounting for the life cycle costs of the project to promote the state of good repair;
d) Using innovative approaches to improve safety and expedite project delivery; and,
e) Holding grant recipients accountable for their performance and achieving specific, measurable outcomes identified by grant applicants.
f) Projects located in or that support transportation service in a qualified opportunity zone designated pursuant to 26 USC 1400Z-1.

The Secretary of Transportation will make the final award decisions.

Rating Guideline
Exceptional - The application demonstrates that the NOFO requirements are very well understood and the approach will likely result in a very high-quality performance. The application clearly addresses and exceeds requirements with no weaknesses. The application contains outstanding features that meet or exceed on multiple dimensions the expectations of the Government. The application scope

aligns very well with the DOT objectives and priorities. The risk of poor performance is very low.
Acceptable - The application demonstrates that the NOFO requirements are understood and the approach will likely result in satisfactory performance. The application addresses and meets requirements with some minor but correctable weaknesses. The application demonstrates requisite experience, qualifications, and performance capabilities. The application scope aligns with the DOT objectives and priorities. The risk of poor performance is low.
Marginal - The application demonstrates that the NOFO requirements are mostly understood and the approach will likely result in satisfactory performance for part of the request. The applicant addresses some of the requirements with some correctable weaknesses. The applicant demonstrates some experience, qualifications, and/or performance capabilities. The application scope marginally aligns with the DOT objectives and priorities. The risk of poor performance is moderate.
Unacceptable - The application does not meet the NOFO requirements. The application fails to address many requirements. The applicant may be ineligible to apply for the grant. The application could not satisfy critical requirements without a major revision and/or a rewrite of the application or a major redirection effort. The application scope does not align with the DOT objectives and priorities. The risk of poor performance is high.

E.3 FAPIIS Check

Prior to making an award, PHMSA is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313). An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM. PHMSA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205.

E.4 Anticipated Announcement and Federal Award Dates

Applicants chosen for funding will receive electronic notification of the Federal Award. Upon notification, an applicant’s authorized official must electronically sign the award within the timeframe prescribed by PHMSA. PHMSA plans to make awards no later than September 2019, with a proposed period of performance start date of September 30, 2019.

SECTION F - FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 Federal Award Notices

Subject to the availability of a current fiscal year appropriation and enacted budget, PHMSA's grant awarding official will award grants to responsible and eligible applicants, at its discretion, whose applications are deemed most meritorious under the procedures set forth in this NOFO. All funds provided by PHMSA must be expended solely for the purpose for which the funds are awarded in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable Federal cost principles, and the Department's financial assistance regulations. Federal grant funds may not be used for lobbying or litigation.

The grant award agreement, signed by both the PHMSA Agreement Officer and the recipient's Authorized Representative, is the authorizing document and will be provided through electronic means to the Authorized Representative. The award document will provide pertinent instructions and information including, at a minimum, the following:

1) The legal name and address of the recipient;
2) Title of project;
3) Name(s) of key personnel chosen to direct and control approved activities;
4) Federal Award Identification Number (FAIN) assigned by PHMSA;
5) Period of Performance, specifying the duration of the project;
6) Total amount PHMSA approved for the project;
7) Legal authority(ies) under which the award is issued;
8) Catalog of Federal Domestic (CFDA);
9) Applicable award terms and conditions;
10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and
11) Other information or provisions deemed necessary by PHMSA.

F.2 Administrative and National Policy Requirements

The administration of this award by PHMSA and the Recipient will be based on the following Federal statutory and regulatory requirements:

1) The authorizing language of 49 U.S.C. § 5116(i).

2) 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

3) The Recipient must comply with 49 CFR part 20, "New Restrictions on Lobbying." 49 CFR part 20 is incorporated by reference in this award and is available at www.gpoaccess.gov/ecfr/ by clicking on Title 49 CFR part 20.

4) The Recipient must comply with Title VI of the Civil Right Act of 1964, which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

5) The Recipient must comply with 49 CFR part 21, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964." 49 CFR part 21 is incorporated by reference into this award. 49 CFR and is available at: www.gpoaccess.gov/ecfr/ by clicking on Title 49 CFR part 21.

6) The Recipient must comply with 49 CFR part 32, "Government wide Requirements for Drug- Free Workplace (Financial Assistance)," which implements the requirements of Public Law 100-690, Title Subtitle D, "Drug-Free Workplace Act of 1988." 49 CFR part 32 is incorporated by reference in this award and is available at: www.gpoaccess.gov/ecfr/ by clicking on Title 49 CFR part 32.

F.3 Reporting

Bi-Annual Report(s) - Each grant recipient is required to submit a bi-annual (twice-yearly) Federal financial report (SF-425) and a bi-annual performance report. The reports must follow the instructions and due dates outlined in the terms and conditions of the grant award. Performance reports will include:

1. A summary of the activities and outputs that have taken place during the reporting period. This should include, at a minimum, the number of courses delivered during the period of performance, the locations where the trainings occurred, the number of students trained, total contact hours for each class, and the employer of the students trained.
2. Challenges the grantee has faced and strategies implemented to mitigate those challenges.
3. An updated timeline of grant activities projected to take place for the remainder of the grant period of performance.
4. As available, impact statements or analysis, from instructors, public sector responders or other stakeholders regarding the impact current period of performance grant activities have had on protecting people and the environment from the risks of hazardous materials transportation.

Final Report(s) - Each recipient is required to submit a final progress report and final Federal financial report (Final SF-425). Final financial reports are to be submitted no later than 90 days after the project period end date to the inbox specified in your terms and conditions. Final reports must follow the instructions outlined in the terms and conditions of the grant award.

Final performance reports are to be submitted via email as directed by the terms and conditions of the grant award, and will include:

1. A summary of the activities and outputs that took place during the period of performance. This should include the total number and type of courses delivered during the period of performance, the locations where the training occurred, the number of students trained and total contact hours for each class. Final reports should also include a list of employers who represent the students trained. If the projected outputs listed in the

approved project narrative were not met, an explanation should be provided.
2. Challenges the grantee faced, and strategies taken to mitigate such challenges.
3. A completed timeline of the activities that took place during the completed period of performance.
4. As available, impact statements or analysis, from training instructors, public sector responders or other stakeholders regarding the impact current period of performance grant activities have had on protecting people and the environment from the risks of hazardous materials transportation.

All applications and reports will be made available to the public.

SECTION G - FEDERAL AWARDING AGENCY CONTACTS

Primary Point of Contact:
Shaukat Mirza, Agreement Specialist
Phone: (202) 366-2523
Email: Shaukat.mirza@dot.gov

Secondary Point of Contact:
Dwayne Cross, Agreement Officer
Phone: (202) 366-4429
Email: Dwayne.cross@dot.gov

NOTE: All questions related to the content of this funding opportunity MUST be submitted via the Message Center in FedConnect. Please do not send questions via e-mail.

Only for technical issues or questions related to FedConnect, please email support@fedconnect.net or call 1-800-899-6665.