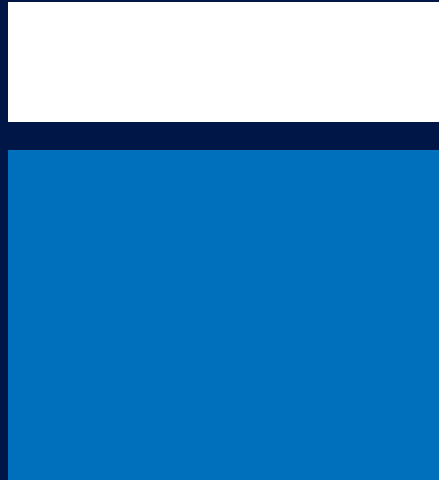


FY2022 High Priority - Notice of Funding Opportunity (NOFO) Funding Conference

February 23, 2022



U.S. Department of Transportation
Federal Motor Carrier Safety Administration



FMCSA Grants Management Training

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

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Grants Management Training

As part of the mission to reduce commercial motor vehicle crashes, FMCSA provides financial assistance to States and other partners through various grant opportunities—including the Commercial Driver's License Program Implementation (CDLPI) and High Priority (HP) grant programs. Complete the eLearning courses below and review the additional resources to learn more about these programs, the grants management lifecycle, the Office of Management and Budget (OMB) Uniform Guidance, and how FMCSA grants can help you meet your safety goals. While these materials are geared toward CDLPI and HP grant applicants, much of the information is also relevant for other FMCSA funding opportunities. By reviewing the eLearning courses and additional training resources, you can be prepared to apply for and manage FMCSA grants and partner with FMCSA to keep our roads safe.

Additional Resources

- > Glossary
- > CDLPI Grant Resource Guide
- > HP Grant Resource Guide
- > FMCSA Grants Resources
- > Grants.gov
- > GrantSolutions
- > OMB Uniform Guidance

GRANT APPLICATION

Learn about and apply for grant opportunities

GRANT IMPLEMENTATION

Put grant funding to work to improve safety

GRANT CLOSE-OUT

Fulfill final obligations in the grants management lifecycle

<https://ai.fmcsa.dot.gov/Grants/GrantManagement.aspx>

Agenda

- Notice of Funding Opportunities (NOFO)
- Eligibility Information
- Title VI Program Compliance Plan Award Requirement
- FY 2022 NEW HP Priorities Requirements
- Certification Requirements
- Application Structure Requirements
- Project and Budget Narrative Requirements
- Application Review Process
- Examples of Incomplete and Complete Project Narratives Sections

FY 2022 High Priority NOFOs

- **FY2022 High Priority – CMV**

- Opp # **FM-MHP-22-001** due date 3/31/22 by 5:00 pm EST
- Programmatic - Bettina Conroy - Bettina.Conroy@dot.gov
- Financial/Application Submission - Tarsha Johnson - Tarsha.Johnson@dot.gov
- Period of Performance - Federal FY in which the award is made plus **two** additional fiscal years

- **FY2022 High Priority – ITD**

- Opp # **FM-MHP-22-002** due date 3/31/22 by 5:00 pm EST
- Programmatic - Tom Kelly – Thomas.Kelly@dot.gov
- Financial/Application Submission – James Ross – James.Ross@dot.gov
- Period of Performance - Federal FY in which the award is made plus **four** additional fiscal years



Eligibility Information

- **HP-CMV**

- Please refer to **Section A(4) National Priority Descriptions** for eligibility based on specific priorities

- **HP-ITD**

- Required FMCSA approved ITD Program Plan and Top-Level Design (PP/TLD)

Individuals and For-Profit Organizations are NOT eligible entities

Title VI Program Compliance Plan Award Requirement

- The FMCSA Title VI Program Federal financial assistance award requirements consist of an annually updated Title VI Program Compliance Plan (Plan)
- Instructions included in the NOFO, Section B(4)
- The Plan must be submitted prior to the Federal financial assistance application submission deadline (5pm EST on Thursday, March 31, 2022)
- To begin this coordination, please contact Mr. Lester Finkle, FMCSA National Title VI Program Manager @ lester.finkle@dot.gov

Please **do not include** the Title VI Program Compliance Plan when submitting the application

FY 2022 NEW HP Priorities Requirements

- Traffic Enforcement in high-crash areas
- CMV safety in Work Zones
- CMV safety on Rural Roads
- Passenger safety initiatives
 - **Special Emphasis Area – Immobilization of Unsafe Passenger Carrying CMVs** ✨
 - Special Emphasis Area – Migrant Worker Transportation in Rural Areas
- **Human Trafficking** ✨
- **Drug and Alcohol Clearinghouse (DACH) violations** ✨
- **Drug Interdiction Assistance Program (DIAP) Training** ✨
- **Increased State Investigations** ✨
- Technologies to Improve CMV Safety Through Enforcement
- **Lead MCSAP State Agencies Compatibility** ✨
- Public Awareness and Education
- Skill Performance Evaluation
- Performance and Registration Information Systems Management (PRISM)
- State Safety Data Quality (SSDQ)
- Innovative Technology Deployment (ITD)

Passenger safety initiatives - Special Emphasis Area

Immobilization of Unsafe Passenger Carrying CMVs

- **Eligible Entities:**

- State & Local Enforcement Agencies

- **Applications must demonstrate:**

- They have the authority to impound or immobilize passenger-carrying commercial motor vehicles within their jurisdiction

- **Consideration for funding includes:**

- Safety inspections targeting passenger-carrying CMVs
- The immobilization and/or impoundment of passenger-carrying CMVs with an FMCSA out-of-service order and/or visible safety defect(s)
- Other activities relating to the immobilization and/or inspection of passenger-carrying commercial vehicles

Human Trafficking

- **Eligible Entities:**
 - State & Local Law Enforcement Agencies
- **Applications must include one or more of the following activities:**
 - Recognition, Prevention, Reporting, Enforcement, Outreach/Public education
- **Consideration for funding includes:**
 - Training and associated Personnel and Travel expenses
 - Safety inspections targeting Human Trafficking
 - Outreach campaigns, Public Education, etc. to combat Human Trafficking related to CMV operation

Objectives must be in conjunction with CMV inspections and other criteria outlined in 49 CFR § 350.207 (a)(20)(iii)

Drug and Alcohol Clearinghouse (DACH) violations

- **Eligible Entities:**

- State & Local Law Enforcement Agencies

- **Applications must include:**

- A detailed plan to include a timeline and one or more of the activities below related to how the applicant will increase the catch rate of prohibited drivers and improve DACH:
 - Recognition, Prevention, Reporting, Enforcement

- **Consideration for funding includes:**

- Personnel and Travel expenses associated training
- Targeted Enforcement of CMV operators in a prohibited driver status
- Violation Tracking
- Information System improvement and connectivity

Training is offered tuition free through FMCSA's NTC

Drug Interdiction Assistance Program (DIAP) Training

- **Eligible Entities:**

- State & Local Law Enforcement Agencies

- **Applications must include:**

- DIAP training for law enforcement detection and interdiction of criminal activity involving CMVs

- **Consideration for funding includes:**

- Personnel and Travel expenses associated training

Training is offered tuition free through FMCSA's NTC

Increased State Investigations

- **Eligible Entities:**

- State & Local Law Enforcement Agencies

- **MCSAP Lead Agencies must:**

- Demonstrate how their activities go above and beyond CVSP approved investigations

- **Consideration for funding includes:**

- Increase investigations (compliance reviews) consistent with FMCSA's Compliance, Safety, Accountability (CSA) model
- The development and deployment of compatible intrastate review programs consistent with FMCSA's CSA investigation model

Lead MCSAP State Agencies Compatibility

- **Eligible Entities:**
 - Lead MCSAP State Agencies
- **MCSAP Lead Agencies must:**
 - Provide a detailed plan and timeline to include how activities will address:
 - FMCSA approved Corrective Action Plans associated with MCSAP Programmatic Review Findings; and/or
 - Efforts to avoid future findings and/or potential disqualification of MCSAP funding related to CVSP evaluations
- **Consideration for funding includes:**
 - Eligible, allowable, allocable and necessary expense associated with the above activities.

FMCSA is planning to reinstitute formalized MCSAP Reviews in CY 2022



Participation by Local Law Enforcement Agencies and Other Applicants

- **Any local law enforcement agency** applying directly to FMCSA for HP-CMV funding **must provide a statement within the application certifying** that the applicant meets the eight conditions from **49 CFR § 350.405**.
- **Non-law enforcement applicants** (e.g., institutions of higher education, non-profit organizations, etc.) **must also certify** compliance with the conditions cited below but may state within their application a reason for exemption to the terms and conditions under (b), (g), and (h), if they are not directly responsible for law enforcement activity and/or no current database access exists for their specific project.

Certification must be included in the Introduction section of the Program Narrative

The County of XXX, Sheriff Department, certifies meeting the all conditions listed in
49 CFR § 350.405

University ZZZ (or Not for Profit XXX), certifies meeting (***follow exemption instructions in NOFO***) in
49 CFR § 350.405

Requirements when One or More Projects are Proposed

- **Project Limit Per Application**

- **HP-CMV & HP-ITD – A maximum of four projects are allowed per application**
- If more than four are submitted than only the first four will be considered for funding

- **What is a project?**

- A project consists of one or more priorities that work toward achieving a defined goal

- **If an application contains more than one project, the application must include:**

- A separate program narrative, and budget narrative for each project proposed in the application
- A comprehensive budget

Example of Application with Multiple Projects

Project 1 – Title

1. Brief Introduction
2. Problem Statement
3. Performance Objective
4. Project Activity Plan
5. Perf Measurement Plan
6. Monitoring Plan
7. Budget Narrative

Project 2 – Title

1. Brief Introduction
2. Problem Statement
3. Performance Objective
4. Project Activity Plan
5. Perf Measurement Plan
6. Monitoring Plan
7. Budget Narrative

Project 3 – Title

1. Brief Introduction
2. Problem Statement
3. Performance Objective
4. Project Activity Plan
5. Perf Measurement Plan
6. Monitoring Plan
7. Budget Narrative

Comprehensive budget by 424a line item required



Required Narrative Sections

- Introduction
- Problem Statement
- Performance Objective(s)
- Program Activity Plan
- Performance Measurement Plan
- Monitoring Plan
- Budget Narrative

Applicants must provide sufficient performance-based information for each of the required project narrative sections as described in section D(2)(ii)

Introduction Section

- Provide a description of the purpose(s) for the project and must reference the applicable priority(s) being met as described in **Section A(4) National Priority Descriptions**.
- Please note, Local Law Enforcement Agencies and Other Entities certification requirement must be documented in this section(see section C(1)(ii)).

Certification must be included in the Introduction section of the Program Narrative

The County of XXX, Sheriff Department, certifies meeting the all conditions listed in
49 CFR § 350.405

University ZZZ (or Not for Profit XXX), certifies meeting (*follow exemption instructions in NOFO*) in
49 CFR § 350.405

Problem Statement Section

- Provide a qualitative and quantitative description which demonstrates the problem(s) the project will address.
- Include details on the performance data used to identify the problem and to establish the baseline.
- Applicants must include an objective data source, source date, and trend analysis; and also explain how the applicant collects, maintains, and analyzes the data.
- Data must include clear and concise information directly related to the problem(s).
- The required trend analysis must include the previous three-year performance metrics for the location of the identified problem(s), driver behaviors that contribute to the problem(s), and targeted location(s) (i.e., targeted State, county and/or county, highway and/or the mile markers involved).

Budget Narrative

FY 2022 awards will be 100% Federally Funded!

Fiscal Year (FY) 2022 Budget Template

The Federal Motor Carrier Safety Administration (FMCSA) encourages the use of this template by applicants to aid with developing a responsive budget narrative.

Budget Narrative

Provide a description of the expenses by budget category which match the application's SF-424a Budget Category columns for each project. Narrative must include a detailed justification for the costs necessary to complete the proposed project. The level of detail should be sufficient for the reviewer to evaluate expenses are necessary, reasonable, allowable and allocable as established by 2 C.F.R. part 200 and FMCSA's MCSAP Comprehensive Policy (MCP). **All line items must be rounded to the nearest whole dollar amount.**

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

Personnel Budget Narrative					
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Cost
Sub-Total Personnel					

Applicants are strongly encouraged to use the budget narrative template which is included with the HP application packages on Grants.gov



Application Review Information

Eligibility Criteria

FMCSA will first screen all applications received by the due date to determine if the application is eligible.

Merit Evaluation Criteria

FMCSA subject matter experts will review all eligible applications using the following Merit Evaluation Criteria:

- Technical Merit -16 Criteria
- Budget Cost Analysis – 8 Criteria
- Program Specific Criteria - Section A-4
- Past Performance – 5 Criteria
- Other Review Information – 8 Criteria
- **Racial Equity and Climate Change & Sustainability, 4 Criteria**
 - **Demonstrate the degree to which it applies to the proposed project;**
 - **If not related to project activities, applicant should detail why they do not apply.**
 - **Not including the above information will impact an application's Merit Review**

Appendix

APPENDIX A: Application Package Requirement Checklist

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

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

Document Name	Document Description and Location Information	Submit in:
Project Narrative	Project narrative must include a: Brief Introduction; Problem Statement(s); Performance Objective; Activity Plan; Performance Measurement Plan; and Monitoring Plan. For detailed requirements review <u>Section D Narrative Requirements.</u>	Grants.gov
	Provide a description of the expenses by budget category which match the application's SF-424a Budget Categories columns for each project . Must include a detailed justification for the costs necessary	



Examples of Incomplete and Complete Project Narrative Required Sections

Introduction – Incomplete

[The Applicant] will conduct an estimated 1,000 inspections and 2,000 traffic enforcement contacts by allocating 3,000 officer-hours towards high visibility traffic enforcement activities.

Introduction – Complete

[The Applicant]’s high visibility blitz project will be focused on **HP NOFO priority 1** of **Targeting unsafe driving of CMVs and non-CMV**s in areas identified as high-risk crash corridors. As identified in the **2017 crash fatality report of State X** highway 31 and 85 have shown a **three year upward trend** in crashes and fatalities. of the 2,100 crashes identified in calendar year 2018 along these corridors. **High visibility blitz activity** will include **4 sworn** officers conducting an estimated 1,000 inspections and 2,000 traffic enforcement contacts by allocating 3,000 officer-hours towards high visibility traffic enforcement activities.

Certification must be included in the Introduction section of the Program Narrative

The County of XXX, Sheriff Department, certifies meeting the all conditions listed in
49 CFR § 350.405
or

University ZZZ (or Not for Profit XXX), certifies meeting (***follow exemption instructions in NOFO***) in 49 CFR § 350.405

Problem Statement – Incomplete

[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.

Problem Statement – Complete

[The Applicant] has newly identified in the **2018 crash fatality report of State X** that 5 highway corridors account for 38.4% of all CMV-related fatalities in its State. **State traffic records indicate an upward trend** from FY16 to FY18 resulting in FY18 that speeding, following too closely, and improper lane change accounted for 84% of the crash causation factors along these corridors. This would be a **new project in efforts to combat the upward trend** of driver related crashes within the identified crash corridors. Through high visibility traffic enforcement blitzes State X can meet its **goal of crash reduction by 210 (10%)**

Performance Objective – Incomplete

[The Applicant] will reduce the number of hours of service violations found in roadside inspections and during carrier investigations by 10% during the activity period.

Problem Objective – Complete

[The Applicant] will reduce the number of hours of service (HOS) violations found in roadside inspections and carrier investigations by **310 (10%)** during the grants period of performance. **2019 Commercial Motor Vehicle citation report of State X identified 3,100 HOS violations** in calendar year 2018 which will be utilized as the **baseline** in determining effectiveness of program's traffic enforcement activity.

Performance Activity – Incomplete

[The Applicant] will conduct high visibility traffic enforcement and inspection campaigns around the designated corridors during the activity period. The applicant will conduct the campaigns based on identified needs and will ensure that it triples the number of officers assigned to each area during each of the periods.

Performance Activity – Complete

[The Applicant] will conduct **8 quarterly high visibility traffic enforcement and inspection campaigns** during third shift (2300-0700) around the 2 high crash corridors on highway 31 and 85 identified in **2017 crash fatality report of State X**. Each campaign will consist of at least **9 officers per crash corridor** focusing on **speeding and following to closely**. All traffic enforcement stops will be conducted in conjunction with a **level 3 inspection** with an average of **2 stops per hour per officer** during the 8 hour shift. Proposed activity includes **144 traffic enforcement contacts and inspections** per location per campaign totaling **2,304 traffic enforcement contacts and level 3 inspections during the period of performance**.

(include Required Project timeline)

Performance Measurement Plan - Incomplete

[The Applicant] will evaluate the various levels of inspections each quarter to ensure that officers focus on Level III to meet the program-wide goal of at least 33% of all inspections.

Further, the Applicant will evaluate the violation types cited on inspections and carrier investigations for domiciled carriers to monitor the percentage of hours of service violations.

Performance Measurement Plan - Complete

[The Applicant] will monitor and evaluate the various levels of inspections each quarter **within the State traffic management system** to ensure that officers focus on Level III to meet the program-wide goal of at least 33% of all inspections.

Further, the Applicant will evaluate effectiveness of the program towards its **goal** of reducing Hours of Service (HOS) violations by **298 (10%) of the baseline 2,983 HOS violations cited in 2018**. Evaluation will include; the violation types cited on inspections and carrier investigations for domiciled carriers to monitor the percentage of hours of service violations.

Monitoring Plan - Incomplete

The MCSAP Coordinators will schedule locations for the details as well as all paperwork involved with these details. Clerical administration personnel will assist with all reports to State X and FMCSA and any other day to day operations as needed.

The MCSAP Coordinators and administrative personnel will also be setting up and maintaining the data ensuring goals are met. These reports will be filed and available upon request at State X Commercial Vehicle enforcement Building (Location X).

Monitoring Plan - Complete

The MCSAP Coordinators will monitor **weekly traffic enforcement activity reports** and schedule locations for the details as well as all paperwork involved with these details. Clerical administration personnel will assist with all reports to State X and FMCSA and any other day to day operations as needed. **All reporting will be completed on a quarterly basis.**

The MCSAP Coordinators and administrative personnel will also be setting up and maintaining the data **by completing reports at the end of all details to be able to have accurate numbers of the tasks performed** and ensuring goals are met. These quarterly reports will be filed and available upon request at State X Commercial Vehicle enforcement Building (Location X).

