

Notice of Funding Opportunity
Summary Information

Federal Agency Name:	U.S. Department of Transportation (US DOT) Federal Motor Carrier Safety Administration (FMCSA) Grants Management Office (GMO); MC-BG 1200 New Jersey Avenue SE West Building Washington, DC 20590
Funding Opportunity Title:	High Priority Program – Commercial Motor Vehicle (HP-CMV)
Announcement Type:	Initial
Funding Opportunity Number:	FM-MHP-21-001
Assistance Listing:	20.237
Key Dates:	Application Due Date – March 15, 2021 5:00pm EST
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SECTION A - PROGRAM DESCRIPTION

1. Overview and Authorizing Statutes and Regulations

The U.S. Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA) announces the Fiscal Year (FY) 2021 High Priority-Commercial Motor Vehicle (HP-CMV) program Notice of Funding Opportunity (NOFO), Funding Opportunity Number FM-MHP-21-001, to solicit applications from eligible entities to support the HP-CMV program activities.

The Fixing America's Surface Transportation (FAST) Act Pub. L. No. 114-94, §5101, as extended by P.L. 116-159, the Continuing Appropriations Act, 2021 and Other Extensions Act authorizes FY 2021 HP-CMV program funding, and 49 U.S.C. §§ 31102(l) and 31104 and 49 CFR part 350 govern the HP-CMV financial assistance program.

2. HP-CMV Goals and Objectives

Relevant Assistance Listings include 20.237

As the lead government agency responsible for the regulation and safety oversight of commercial motor vehicles (CMV), FMCSA may award HP-CMV funds to support innovative and impactful projects that advance its mission to reduce crashes, injuries, and fatalities involving large trucks and buses. Funding is available for the support of enforcement projects that improve safety and compliance with FMCSA's regulations for projects that are national in scope, increase public awareness and education, demonstrate new technologies, and reduce the number/rate of CMV crashes.

The objective of the HP-CMV program is to support, enrich, or evaluate CMV safety programs and to target unsafe driving of CMVs and non-CMV in areas identified as high-risk crash corridors, improve the safe and secure movement of hazardous materials, improve safe transportation of goods and passengers in foreign commerce, demonstrate new technologies to improve CMV safety; support participation in PRISM, support safety data improvement projects, increase public awareness and education on CMV safety, and otherwise improve CMV safety (see 49 CFR § 350.403).

HP-CMV awards may include the augmentation of projects funded by the Motor Carrier Safety Assistance Program (MCSAP), as well as projects related to Performance and Registration Information Systems Management (PRISM), and State Safety Data Quality (SSDQ).

HP-CMV awards are supported in alignment with the U.S. Department of Transportation's strategic goals of:

- i. **SAFETY:** Reduce transportation-related fatalities and serious injuries across the transportation system.
- ii. **INFRASTRUCTURE:** Invest in infrastructure to ensure safety, mobility, and accessibility and to stimulate economic growth, productivity, and competitiveness for American workers and businesses.
- iii. **INNOVATION:** Lead in the development and deployment of innovative practices and technologies that improve the safety and performance of the Nation's transportation system.
- iv. **ACCOUNTABILITY:** Serve the Nation with reduced regulatory burden and greater efficiency, effectiveness, and accountability.

3. **HP-CMV Award Performance Goals**

Applicants should include expected performance goals related to the national priorities under subsection 4.

i. **Baseline Data**

FMCSA will measure the success of a HP-CMV award's performance goals by examining data available in the PRISM system, the SSDQ ratings map posted on FMCSA Analysis & Information website (<https://ai.fmcsa.dot.gov/DataQuality/Default.aspx>), crash and safety statistics reported by the applicant, and any other data reported by the applicant for consideration. Additional data on crash and other safety statistics may be found on FMCSA's Analysis & Information website (<https://ai.fmcsa.dot.gov/CrashStatistics/>)

ii. **Performance Indicators**

FMCSA will also measure whether an HP-CMV award meets the performance goals outlined in the application by assessing performance indicators. Specific performance indicators may vary based on the national priority related to the award under subsection 4. If applicable, such performance indicators are more specifically addressed under subsection 4 of this section

In general, performance indicators of successful HP-CMV award projects may include, but are not limited to:

- a. **CMV Crash Reduction:** Activities implemented under the award address reductions in fatal and non-fatal crashes involving CMVs, especially in areas identified as high-risk.
- b. **CMV Safety Improvement:** Activities conducted under the HP-CMV award improves overall CMV and non-CMV safety.
- c. **Innovative Approach:** HP-CMV award activities provide a novel technique or approach (program design, use of technology assets, etc.) to benefit national CMV safety and/or improve safety data quality.

- d. **Collaborative Process and Shared Results:** Activities developed or implemented under the HP-CMV award have the potential to be more widely adopted and applied by other stakeholders.

4. **National Priorities Descriptions**

Below are descriptions of the programmatic activities listed in order of priority. The national priorities support the HP-CMV goals and objectives.

A project consists of one or more activities that work towards achieving a defined performance goal(s) to address the HP-CMV objective(s). If an applicant chooses to propose multiple HP-CMV projects within a single application, each application must contain separate and distinct project narratives, project goals, budget narratives, line item budgets, and a title for each project proposed in that application.

Please note that additional information regarding cost eligibility may be found within the MCSAP Grant Comprehensive Policy (MCP). An electronic copy of the MCP is available at: <https://www.fmcsa.dot.gov/mission/grants/motor-carrier-safety-assistance-program-grant-comprehensive-policy>

Please note that routine equipment and operational expenses should be supported under a State's or territory's MCSAP formula grant awarded to a MCSAP lead agency and generally will not be considered under the HP-CMV program. However, States and territories are eligible to request equipment and related expenses to supplement their MCSAP projects, if they can clearly demonstrate safety enforcement beyond their current MCSAP allocation.

Applicants should refer to the MCP for guidance on HP-CMV policies and eligible projects and costs.

I. **Performance and Registration Information Systems Management (PRISM)**

a. **General and Performance Indicators**

Only State agencies (including the District of Columbia and the Territories) are eligible for funding related to national priority I (PRISM).

HP-CMV funding for PRISM projects support the deployment and maintenance of safety mechanisms that link FMCSA information systems with States' CMV registration information systems to identify and immobilize motor carriers with serious safety violations or that are prohibited from operating by FMCSA through the issuance of a Federal Out-of-Service (OOS) order, and hold them accountable through registration and law enforcement sanctions.

All PRISM project narratives must have indicated the jurisdiction's current level of participation (Full, Enhanced, or Expanded) and explain how the project,

once fully implemented, will meet specific program requirements to either maintain, elevate, or enhance the State's current level of participation, which FMCSA will use as performance indicators in evaluating the success of the HP-CMV award. Please refer to the MCSAP Comprehensive Policy, Section 4.3.1, for PRISM implementation information.

b. Consideration for Funding

The applications received for HP-CMV PRISM projects will be considered as follows (in order of priority):

- 1) Jurisdictions that are fully participating in PRISM that are applying for projects to achieve Enhanced Participation.

PRISM projects (under this announcement) to achieve Enhanced Participation must include, but are not limited to, any of the following PRISM operational requirements and related processes:

- i) *Requirements 8, 9 and 10* - check every Vehicle Identification Number (VIN) against the PRISM data before issuing registration or renewing registration to verify if the vehicle is registered or was previously registered to a motor carrier under a Federal OOS order. Implement a process to check if the new motor carrier responsible for the safety of the vehicle has matching information to the motor carrier under a Federal OOS order. Determine if both motor carriers are affiliated and if the new motor carrier responsible for safety of the vehicle is attempting to reincarnate to avoid FMCSA enforcement sanctions. Deny registration if the motor carrier registering the vehicle is affiliated with a motor carrier under a Federal OOS order or implement a process to notify the PRISMTechnicalSupport@dot.gov of a VIN removal request from the PRISM targeted data.
 - ii) *Requirement 11* - apply the 950-status code to vehicle registrations that are suspended due to a Federal OOS order and clear the 950-status code when the registration is reinstated.
 - iii) *Requirement 12* - print and barcode the motor carrier information on a cab card if the motor carrier responsible for the safety of the vehicle is not expected to change during the registration year.
- 2) Jurisdictions that are at the Enhanced Participation level and are applying for projects to achieve Expanded PRISM. Expanded PRISM is achieved when the commercial motor vehicle (CMV) registration agency (non-IRP) is applying PRISM requirements 1 through 6 to motor carriers operating interstate that have gross vehicle weights between 10,001 and 26,000 lbs.

Expanded PRISM projects must include, but are not limited to, the following process requirements applied to lower weighted interstate vehicles:

- i) *Requirement 2* - collect and validate the USDOT number and Tax Identification Number of the motor carrier responsible for safety before issuing or renewing CMV registration(s) by checking them against the PRISM Census File or the Motor Carrier Management Information System (MCMIS).
 - ii) *Requirement 3* - check a motor carrier's safety status against the PRISM Target File or MCMIS before issuing new or renewing registrations, and deny registration(s) if the motor carrier responsible for safety is under any Federal OOS order or possesses an inactive or deactivated USDOT number due to the biennial update not being completed when required.
 - iii) *Requirement 4* - check the safety status of motor carriers registered in the State against the PRISM Target File or MCMIS and suspend or revoke the existing registration(s) if the motor carrier responsible for safety is under any Federal OOS order.
 - iv) *Requirement 5* - upload to the Safety and Fitness Electronic Records (SAFER) database the USDOT number of the motor carrier responsible for safety, vehicle identification number(s), license plate number(s) and dates of registration for vehicle(s) operated by a motor carrier that is under any Federal OOS order.
 - v) *Requirement 6* - implement an automated process to capture the number of suspensions or revocations and registration denials to report to FMCSA as part of the required MCSAP quarterly performance reports.
- 3) PRISM projects that enhance a jurisdiction's current level of participation including, but not limited to, the following:
- i) Implement PRISM web service or the PRISM-ITD web services into the registration process for real-time validation of carrier safety information.
 - ii) Implement a process to retrieve license plates for motor carriers under a Federal OOS order.
 - iii) Implement/update materials such as IRP manuals, cab cards or brochures to educate and/or require motor carriers to update the motor carrier responsible for safety on record if it changes during the registration period.

4) Operations and Maintenance (O&M)

The FMCSA will consider applications for O&M costs associated with maintaining Full and Enhanced Participation in PRISM. Eligible projects that maintain systems or capabilities required as part of Full and Enhanced Participation as outlined in the MCSAP Comprehensive Policy (MCP) will be considered. The FMCSA will reimburse 85 percent of eligible and approved O&M costs for approved PRISM projects.

An application from a non-MCSAP lead agency for O&M for PRISM projects will be considered before any MCSAP lead agency with similar funding requests.

c. **PRISM Information**

For an explanation of Full Participation as mandated under the FAST Act, please visit <https://www.fmcsa.dot.gov/mission/grants/motor-carrier-safety-assistance-program-grant-comprehensive-policy> (PRISM sections 2.6, 4.3.1 and 5.8).

For an overview of the PRISM program, please visit: <https://www.fmcsa.dot.gov/information-systems/prism/performance-and-registration-information-systems-management-prism>

For PRISM Registration Requirements, please visit: <https://www.fmcsa.dot.gov/information-systems/prism/registration-requirements>

II. **State Safety Data Quality (SSDQ)**

a. **General and Performance Indicators**

Only State agencies (including the District of Columbia and the Territories) are eligible for funding related to national priority II (SSDQ).

The FMCSA's data-driven safety programs use State-reported data from crashes and inspections to prioritize resources for the greatest impact on large truck and bus safety. The FMCSA SSDQ program focuses on maintaining high quality data from our State partners.

Data quality is monitored through a set of SSDQ performance measures that assess the completeness, timeliness, accuracy, and consistency of State-reported crash and inspection records in MCMIS. Each month, States receive overall State ratings of “good,” “fair,” or “poor” based on eight SSDQ performance measures and one indicator, which are performance indicators for HP-CMV awards related to the SSDQ national priority.

b. Consideration for Funding

The FMCSA will consider for funding the applications received for SSDQ-related projects as follows:

- 1) Data projects that improve and expand CMV data collected on police crash reports through increased implementation of the Model Minimum Uniform Crash Criteria (MMUCC). The National Highway Traffic Safety Administration (NHTSA) released the 5th edition MMUCC guidance in August 2017. This expands the information collected on CMVs in a new Large Vehicles and Hazardous Materials section. More information can be found at <https://www.nhtsa.gov/mmucc-1>.
- 2) Training projects for State and local law enforcement to improve the collection of CMV data on personnel activity reports, or training attendance for SAFETYNET, crash data, and DataQs users which is tentatively scheduled for August 2022 in Indianapolis, Indiana.
- 3) Technology projects that improve or expand on commercial vehicle information collected through the State's crash and/or inspection data. Such projects include, but are not limited to, automating or verification of driver, vehicle and motor carrier information, enhanced VIN screening and data input/verification through NHTSA's Product Information Catalog and Vehicle Listing (vPIC) VIN decoder (<https://vpic.nhtsa.dot.gov/>), geo-location data of crashes or inspection, collection and analysis of CMV event data recorders or improving coordination between SAFETYNET and NHTSA's Fatality Analysis Reporting System coders.
- 4) Innovative projects for resolving Requests for Data Review (RDRs) entered through DataQs to improve timeliness, consistency, and/or accountability, such as an independent appeals process or additional staff to support backlogs.
- 5) Innovative projects for improving the State's performance in the SSDQ results overall or in specific measures (see Special Consideration for Improvement in SSDQ Performance below).

c. Special Consideration for Improvement in SSDQ Performance

For projects seeking to improve SSDQ results, there are additional constraints and priorities depending on which agency is submitting the application:

1) For Non-MCSAP Lead Agencies

Applications that contain projects that allow the State to complete the

MCSAP requirements for safety data collection and participation in information reporting will be considered. In this context, “complete the MCSAP requirements for participation” means achieving an overall “good” rating in the SSDQ measures if the State does not have an overall “good” rating at the time of HP application.

Applications that contain projects that will allow the State to exceed the MCSAP requirements for participation will be considered next. In this context, “exceed the MCSAP requirements” for participation means improving upon a “good” rating in all SSDQ measures if the State already has an overall “good” rating at the time of HP-CMV application. For State SSDQ ratings please visit:

<https://ai.fmcsa.dot.gov/DataQuality/>.

Note: Non-MCSAP Lead agencies must confirm and document coordination in the application, including which agency was contacted, date contact was made, and who was contacted.

2) For MCSAP Lead Agencies

The FMCSA has determined that each State must achieve an overall “good” rating, as published in the SSDQ ratings map posted on FMCSA Analysis & Information website (<https://ai.fmcsa.dot.gov/DataQuality/Default.aspx>) as of the application submission date, to be considered compliant with the MCSAP eligibility requirement related to data quality in the State’s most recent CVSP.

Applications that contain projects that will allow the State to exceed the MCSAP requirements for safety data collection and participation in information reporting will be considered next. In this context, “exceed the MCSAP requirements” for participation means achieving or improving upon a “good” rating in all SSDQ measures if the State has an overall “good” rating.

d. SSDQ-Enhancing Projects

Projects may include, but are not limited to, the following:

- 1) Activities that address the SSDQ priorities above (see Application Consideration Based on Entity in this section);
- 2) Development and implementation of policies and/or procedures directly related to the improvement of timeliness, accuracy and completeness of safety data;
- 3) Establishing and maintaining a DataQs Review Council or an independent appeals process; or

- 4) Implementation of procedures to ensure that at least 85 percent of RDRs are closed out within 14 days of receipt (not counting the time for the carrier and other Agencies to respond to questions).

III. Enforcement of CMV Operation and Compliance with Safety Regulations

a. General and Performance Indicators

State agencies (including the District of Columbia and the Territories), local governments (including county, city, township, and special district), and federally-recognized Native American tribal governments, institutions of higher education, and non-profit organizations with a 501(c)(3) status with the Internal Revenue Service are eligible for HP-CMV awards related to national priority III (Enforcement of CMV Operation and Compliance with Safety Regulations).

These projects may include the following activities, measured by the performance indicators included below:

1) Targeting unsafe driving of CMVs and non-CMV in areas identified as high-risk crash corridors

Funds are available for the administration of projects targeting:

- i) Unsafe driving of CMVs and non-CMV in areas identified as high crash corridors; and
- ii) Efforts to improve the identification of carriers operating in violation of a Federal OOS order (especially carriers with an imminent hazard and/or unsatisfactory/unfit order).

In the application, the applicant must provide clear data and analysis (reports, maps, and/or analysis) that identifies these corridors (the specific highway and the mile markers involved; including analysis of the previous three year averages for these corridors) and the driver behaviors that contribute to crashes. Based on emerging data trends, applicants may modify the specific corridors during the period of performance, but the application must identify the initial corridors; specify the specific enforcement strategies that the applicant will conduct to reduce the crash rate in these corridors. The applicant must explain how it will monitor and report on the results of these projects. The applicant must also indicate how it will evaluate the performance indicators and success of this enforcement project. The applicant's evaluation must include how the applicant will determine the impact of project tactics on crashes (compared to baseline data) and how potential improvements may be made to policies, practices, training, etc.

The applicant must clearly demonstrate how these projects will go beyond the traditional enforcement projects included in their State's CVSP, and outline how they will report the number of contacts plus enforcement actions issued in their quarterly reports for their FMCSA Division Office to upload in GOTHAM.

2) Improvements for the Safe Transportation of Goods and Persons in Foreign Commerce

In the application, the applicant must provide statistical data or articulable facts that demonstrate a safety problem related to CMVs transporting goods or persons in foreign commerce. Based on data, the specific corridors may be modified during the period of performance, but the application must identify the initial corridors, and specify strategies that the applicant will implement to improve safe transportation of goods and persons within their State.

Priority consideration will be given to non-border States that can document the safety impact of CMVs engaged in international commerce within their jurisdiction.

In addition, if the applicant is a jurisdiction that shares a land border with a foreign country, they must demonstrate how these projects will go beyond the traditional enforcement projects required to maintain an adequate border enforcement program (as required for border funding per 49 U.S.C. § 31102) for the MCSAP lead agency.

3) Improve CMV Safety and Compliance with CMV Safety Regulations

The applicant must demonstrate how these projects will go beyond the traditional enforcement projects included in their State's CVSP. Applicants must describe the type of project they plan to conduct including the number of personnel, the level of effort involved, how they will report the outputs, performance indicators, outcomes of the effort, and how the project will improve CMV safety and compliance. Project examples may include, but are not limited to:

- i) Passenger safety initiatives;
- ii) Efforts to reduce distracted driving by CMV drivers and others operating around CMVs;
- iii) CMV safety in work zones, especially in areas of congestion at the entrance to, and exit from, these areas; and
- iv) Innovative efforts that have a demonstrable potential for nationwide implementation.

4) Technologies to Improve CMV Safety Enforcement

Funds are available for the demonstration of innovative methods for technologies to improve CMV safety enforcement. Applications must be supported by data justifying the need to identify, develop, maintain and/or implement new and/or existing technologies to improve CMV enforcement techniques. Examples include, but are not limited to:

- i) Implementation of FMCSA's electronic logging device (ELD) requirements;
- ii) Projects designed to improve the applicant's use of electronic records of duty status (eRODS) and ensure that webservice usage for ELD data transmission is used whenever possible;
- iii) Proposals that utilize technologies designed to improve safe driving behaviors (CMV and non-CMV in/around CMVs); and
- iv) The purchase of License Plate/USDOT number readers to augment enforcement efforts.

Applicants must include clear performance measurements to evaluate the outcome of the project(s), and include these statistics within their quarterly Performance Progress Report (SF-PPR) to FMCSA. Performance metrics must be relevant to the use of purchased/implemented technology within the project framework, and if applicable, identify the number of CMVs/carriers screened and/or contacted.

5) CMV safety on Rural Roads

i) General and Performance Indicators

Rural road safety is a particular concern because a disproportionate share of highway fatalities occurs on rural roads. While 19 percent of the U.S. population lives in rural areas, rural road fatalities account for roughly 50 percent of all traffic fatalities. The fatality rate, as measured by fatalities per vehicle miles traveled, is 2.6 times higher in rural areas than in urban areas.

Funds are available for projects targeting the safe operation of CMVs and enforcement of Federal regulations in rural areas as defined in the Highway Functional Classification Guidelines on the Federal Highway Administration's (FHWA) Office of Planning, Environment, & Realty website at:

https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/section00.cfm

Please refer to Section 6 of the above linked document for definitions of urban versus rural areas.

States may also use their High Risk Rural Roads (HRRR) definition to identify focus areas under this activity. Please note that FMCSA may not reimburse for costs supported under an award through the FHWA or any other Federal entity. Information on HRRR may be found here:

<https://safety.fhwa.dot.gov/hsip/hrrr/>

Performance indicators under this priority will include analyzing crash data available to FMCSA.

ii) Special Emphasis Area – Migrant Worker Transportation in Rural Areas

FMCSA requests that, where data indicates a need, special emphasis be placed on the development and implementation of a targeted enforcement plan which incorporates recurring roadside enforcement in high density agricultural regions (during peak harvest seasons) for the specific purposes of improving the safe transportation of seasonal and migrant agricultural workers.

Applicants are referred to 49 CFR part 398 for definitions relating to agricultural worker classifications and requirements regarding the transportation of these individuals. States that have identified safety concerns regarding the transportation of seasonal and migrant farm workers are encouraged to work closely with their FMCSA Division Office and local offices of the U.S. Department of Labor to institute an effective safety intervention effort.

6) Public Awareness and Education

Public Awareness and Education projects provide information on a variety of traffic safety issues related to CMVs and non-CMV's operating around large trucks and buses. Applicants must describe the type of projects they plan to conduct, including but not limited to passenger transportation, hazardous materials transportation, and share the road safety initiatives, including the number of personnel and the level of effort.

The FMCSA encourages the performance of awareness and education efforts, in conjunction with enforcement activities, whenever possible in order to maximize effectiveness.

Applicants should identify within their performance measurements in the proposal if the target audience for outreach represents a high-risk population based on data metrics, and what types of interventions were utilized as a part of the activity.

7) Skills Performance Evaluation

Funds are being made available for States to attend FMCSA-sponsored training on the Skills Performance Evaluation (SPE) program and the steps

necessary to establish a State-managed SPE process. Costs associated with training attendance such as travel, airfare, mileage, lodging, etc. should be clearly outlined within the application narratives and budget. Funds under this priority may not be used to implement a SPE program at this time. The FMCSA will announce training dates and other necessary information on its website.

The SPE certification, as outlined in 49 CFR § 391.49, allows drivers with missing or impaired limbs to drive CMVs across state lines if they have been fitted with (and are wearing) the proper prosthetic device, and the driver can demonstrate the ability to operate the commercial vehicle safely by completing on and off-road activities.

Applicants must identify within the performance measurements how attendance will be documented and reported to FMCSA.

SECTION B – FEDERAL AWARD INFORMATION

1. Funding and Number of Awards

The FMCSA anticipates making approximately 75 awards totaling \$25,211,500, subject to the availability of funds, as a result of applications in response to this NOFO. The FMCSA reserves the right to allocate additional funds for awards based on the volume and quality of applications. Awards under the HP-CMV program are subject to funding availability.

The FMCSA will limit Federal funding to a total amount of \$2,000,000 per award.

2. Type of Award

Awards under this NOFO will be issued as a grant or cooperative agreement. The FMCSA will determine the appropriate award type based on the proposed project and the degree of Federal involvement.

These award types are for new FMCSA awards only. Applications for renewal or supplementation of existing awards are not eligible.

3. Period of Performance

The period of performance is the Federal fiscal year in which the award is made plus two additional fiscal years.

4. Degree of Federal Involvement

i. Cooperative Agreement

In accordance with 31 U.S.C. § 6305, FMCSA will award a cooperative agreement when substantial involvement between FMCSA and the recipient is anticipated when carrying out the activity outlined in the Notice of Grant Agreement.

In General, substantial involvement includes, but is not limited to:

- a. Project initiation meeting to establish broad objectives and timetables to complete activities as provided in the original application.
- b. Quarterly scheduled calls to discuss project progress and potential road blocks;
- c. Joint development and prior approval of education materials, reports, etc. as listed in the original application and part of an approved project.
- d. Coordination of FMCSA involvement in outreach and other activities relating to the publication of materials (including but not limited to the reference and use of FMCSA/DOT logos).

Under a cooperative agreement, FMCSA agrees to assign professionally qualified staff to

serve as a liaison between the recipient and FMCSA local offices when event coordination is needed; provide technical assistance to the recipient; assist with the exchange of ideas and information as necessary and permissible; and other actions relating to the monitoring of performance activities under this award.

The recipient also agrees to designate a project manager or key point of contact to work with FMCSA and act as a liaison between the awardee and the Federal Government; and comply with all terms and conditions set forth in this agreement.

FMCSA will further outline the nature of Federal involvement at the time of award and include additional details, as relevant, in the award documentation.

ii. Grant

FMCSA will award a grant when substantial involvement is not expected between FMCSA and the recipient when carrying out the activity outlined in the agreement. The FMCSA provides financial assistance, technical expertise, and oversight. Grant recipients provide the effort and expertise necessary to carry out the approved activities to improve CMV safety. FMCSA grant recipients are responsible for achieving the work described in their grant award, complying with the grant requirements laid out in the grant award's terms and conditions, the local administration of the grant, and monitoring and oversight of any sub-recipients and/or sub-contractors.

SECTION C – ELIGIBILITY INFORMATION

1. **Eligible Applicants**

The following section identifies the applicants eligible for award.

Eligibility factors also includes the eligibility of types of applicant organizations, any factors affecting the eligibility of the principal investigator or project director, and any criteria that make projects ineligible.

i. **General**

The HP-CMV awards are generally available to States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the U.S. Virgin Islands, local governments (including county, city, township, and special district), and Federally-recognized Native American tribal governments, institutions of higher education, and non-profit organizations with a 501(c)(3) status with the Internal Revenue Service. Different entities are eligible for different national priorities, as specifically stated under Section A, subsection 4.

ii. **Participation by Local Law Enforcement Agencies and Other Applicants**

The FMCSA strongly encourages the participation of local law enforcement agencies, local governments, federally recognized Indian tribes, political jurisdictions and other eligible applicants in CMV safety projects either directly or in partnership with State enforcement officers.

Any local law enforcement agency applying directly to FMCSA for HP-CMV funding must provide a statement within the application certifying the applicant meets the eight conditions below 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.

- a. Prepare a proposal that is responsive to the NOFO;
- b. Except for Federally-recognized Indian Tribes, coordinate the proposal with the Lead State Agency to ensure the proposal is consistent with State and national CMV safety program priorities;

- c. Certify that the applicant has the legal authority, resources, and trained and qualified personnel necessary to perform the functions specified in the proposal;
- d. Designate an individual who will be responsible for implementing, reporting, and administering the approved proposal and who will be the primary contact for the project;
- e. Agree to prepare and submit all reports required in connection with the proposal or other conditions of the grant or cooperative agreement;
- f. Agree to use the forms and reporting criteria required by the Lead State Agency or FMCSA to record work activities to be performed under the proposal;
- g. Certify that a political jurisdiction will impose sanctions for violations of CMV and driver laws and regulations that are consistent with those of the State; and
- h. Certify participation in national databases appropriate to the project.

2. Cost-Sharing and Matching Requirements

FMCSA will reimburse approved projects/priorities at the rate of 85 percent of eligible costs, requiring a match/share of 15 percent. Applicants should include in their application a budget including the 15 percent match.

Cash, in-kind, and third-party contributions are acceptable in meeting the matching share if they represent necessary, reasonable, allowable and allocable costs as established by 2 CFR part 200 and FMCSA policy.

SECTION D - APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Potential applicants may obtain all forms at www.Grants.gov.

Applicants may also request paper copies of materials at:

Telephone: (202) 366-0621 (Grant Management Help Desk)

Mail: U.S. Department of Transportation,
Federal Motor Carrier Safety Administration
Grants Management Office (MC-BG),
1200 New Jersey Ave, SE,
West Building
Washington, DC 20590.

2. Content and Form of Application Submissions

Application packages must contain the below elements and all applicable documentation described in Appendix A to be considered for an award. Appendix B contains example formats that may, but are not required to be, used.

i. Formatting.

The application must follow the format and limitation stated below:

- a.** Application must be prepared in 8 1/2 x 11-inch format.
- b.** Margins (Top, Bottom, Right and Left) no smaller than 1" on all pages (Header and Footer are allowed in the margins) .
- c.** Time New Romans 12pt. font must be used for all text, including tables and graphs.
- d.** Application must be submitted in a format readable by Microsoft (MS) Word, Excel, or in text searchable PDF formats (as applicable).
- e.** The application narrative is limited to 35 total pages. FMCSA will not read or consider any materials beyond the specified page limit in the application review process. NOTE: The 35-page total limit will apply to this section only. Submission of documentation and forms described in Appendix A will not count against the application page limit.

ii. **Brief Introduction** 5-page maximum

Include a description of the goal(s) of the application and the applicable program priority(s) met by the application's projects. Include in this introduction specific information about the outputs the application proposes to achieve. For each goal identified, the applicant must provide a problem statement, performance objective, program activity plan, and performance measurement plan.

iii. **Problem Statement** 5-page maximum

Provide 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).

iv. **Performance Objective** 5-page maximum

Provide a description of the applicant's quantifiable goal(s) 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.

v. **Project Activity Plan** 5-page maximum

Provide a description of the project activities the applicant believes will help mitigate the identified problem(s). Include details such as the number and frequency of activities.

vi. **Performance Measurement Plan** 5-page maximum

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

vii. **Monitoring and Reporting Plan** 5-page maximum

Provide a description of the applicant's method for ongoing monitoring of the progress of the project. This should include who will conduct the monitoring, the frequency with which it will be carried out, and how and to whom reports will be made.

viii. Budget Narrative and SF-424 and SF-424A forms 5-page maximum

A budget narrative is a description, by budget category (object class), that details the costs necessary to complete the proposed projects. A well-written budget narrative ensures that the applicant has properly documented proposed costs. The level of detail must be sufficient to justify the funding requested. Applicants are strongly encouraged to use the sample budget narrative format included in Appendix B.

The budget narrative should reflect the allocability of project activities to the grant.

Budgets should reflect the appropriate Federal and non-Federal cost-sharing/match amounts. Exceeding the required match will not favorably influence the evaluation of an application. FMCSA may adjust the applicant's budget or adjust funding to reflect the appropriate match.

For instructions on completing these forms, please go to:

<https://www.Grants.gov/web/grants/forms/sf-424-family.html>

SF 424 Field 18 box (a) - Estimated Funding is required and must contain the 85% Federal funding request, box (b) must contain the 15 percent applicant program match, and box (g) the sum of boxes (a) and (b), total project amount. Value of in-kind contributions should be included on appropriate lines, as applicable.

SF 424a - Section A – Budget Summary shows the 85 percent Federal, 15 percent non-Federal and 100 percent total per project. **Section B – Budget Categories** captures 100 percent total amount per object class categories. In the column headings (1) through (4), enter the titles for each of the proposed projects. **If five or more projects are proposed, download an additional 424a from Grants.gov.** Please note, the 424a covers the life of the project costs, and not just the first year (as stipulated in the 424a instructions).

All costs in the budget narrative, SF-424 and SF-424-A must be rounded to the nearest whole dollar.

ix. Requirements when One or More Projects are Proposed

When there are multiple projects, each project must include the following sections in consecutive order: Brief Introduction, Problem Statement, Performance Objectives, Project Activity Plan, Performance Measurement Plan, Monitoring and Reporting Plan, and Budget Narrative. For example, with multiple projects, project 1 includes the above sections in consecutive order, followed by project 2 including the above sections in consecutive order.

3. **SAM.Gov Requirement**

The applicant must:

- i. Be registered in the System for Award Management (SAM) before submitting an application at <https://www.sam.gov>; and
- ii. Provide a valid Data Universal Numbering System (DUNS) number on the SF-424. If you do not have a DUNS number you can get one free through the D&B website: <https://fedgov.dnbd.com/webform/displayHomePage.do>.

The applicant must maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration. To remain registered in the SAM database after the initial registration, the applicant is required to review and update the registration at least every 12 months from the date of initial registration or subsequently update its information in the SAM database to ensure it is current, accurate, and complete.

If an applicant has not fully complied with these requirements by the time FMCSA is ready to make a Federal award, FMCSA may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

4. **Submission Dates and Times**

i. **Deadline**

FULL AND COMPLETE APPLICATIONS FOR High Priority Program-CMV Financial Assistance ARE DUE ON **March 15, 2021 by 5:00 pm EST**. Once Grants.gov has received your submission, you will receive 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) confirming application receipt by the Grants.gov system; and 2) indicating that the application has either been successfully validated by Grants.gov prior to transmission to FMCSA or has been rejected due to errors. The applicant assumes all responsibility for a timely and complete application submission. Click [here](#) for more information.

ii. **Consideration of Applications**

Only applicants who comply with all submission deadlines described in this NOFO and electronically submit valid applications through Grants.gov will be eligible for consideration of award. Applicants are strongly encouraged to make submissions well in advance of the deadline.

iii. **Late Applications**

FMCSA will not consider a late application except under extraordinary

circumstances. A late application will be accepted only if there is a large scale natural disaster or a significant Grants.gov system issue that threatens the timely submission of a grant application. Problems with computer systems at the applicant organization (excluding verified cyber attacks), failure to follow the application instructions, or failure to submit or complete the program application or complete required registrations by the submission deadline are not considered system issues.

5. **Intergovernmental Review**

The High Priority Program and this funding opportunity are subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.” The States with a Single Point of Contact (SPOC) and therefore required to comply with E.O. 12372 are listed at the Office of Management and Budget's Web site:

<https://www.whitehouse.gov/omb/>

6. **Funding Restrictions**

HP funds are awarded through a competitive evaluation process and are not guaranteed. All funding decisions will be made based on FMCSA’s priorities and the merits of the respective applications.

All cost elements of an application must be necessary, reasonable, allocable, and allowable to accomplish the goals of the project. Cost eligibility standards are described in the applicable cost principles and administrative requirements:

- i. 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and
- ii. The FMCSA’s MCP, as revised (available from FMCSA's Division Offices) and on FMCSA’s MCSAP Website.

In accordance with the provisions of 49 CFR §§ 350.415 & 350.417 and the Federal Uniform Administrative Requirements Cost Principles, additional guidance on eligible expenses under HP is included in the MCP. The eligibility of all expenditures is subject to review by FMCSA.

FMCSA is not obligated to approve costs incurred outside the award period of performance. These costs are incurred at the sole risk of the applicant and impose no obligation on FMCSA to make an award or to increase the amount of the approved budget.

FMCSA will not provide reimbursement for indirect costs if an approved indirect cost rate (IDC) agreement was not in place for the period of time the indirect cost expenses were incurred. If claiming Indirect cost charges, the grant recipient must include an active

approved IDC agreement with the application submitted for funding. Should the grant recipient fail to provide an approved agreement during the pre-award phase and a grant is awarded, the grant recipient will have 90 days from the date of award acceptance to provide a copy of the IDC agreement. If FMCSA does not receive the required documentation within the allocated time frame, the grant recipient will not be reimbursed for indirect charges for that fiscal year. Once an approved rate is provided to FMCSA, the grant recipient will then be allowed to claim indirect cost in the fiscal following the fiscal year of the award. 2 CFR § 200.414(c).

Any non-Federal entity that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in appendix VII of 2 CFR part 200, may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. No documentation is required to justify the 10% de minimis indirect cost rate. 2 CFR § 200.414(f).

All FMCSA grant programs are cost reimbursable, which means that grant recipients must first incur costs before submitting a request for reimbursement to FMCSA for costs associated with approved activities identified in the grant agreement. Recipients will be reimbursed by FMCSA for actual costs incurred provided that the costs are reasonable, approved, allowable, and allocable in accordance with the OMB regulations and FMCSA policy, within the approved budget, and supported by documentation. Recipients must request reimbursement at least once each quarter.

Recipients must submit requests for reimbursement electronically through the Delphi eInvoicing System (iSupplier). Additional information is available at:

<https://www.transportation.gov/cfo/delphi-einvoicing-system>

FMCSA will not provide reimbursement for salary-related bonus payments, either as a direct or indirect cost. Bonus costs are not an allowable expense under FMCSA awards. 2 CFR part 200, Subpart E; 2 CFR §§ 200.403 – 200.405

7. Other Submission Requirements

Applications must only be submitted electronically via <https://www.Grants.gov> as described above in this section. In the event of system problems or technical difficulties with the application submittal, please call Grants.gov at 1-800-518-4726 or e-mail support@Grants.gov 24 hours a day, 7 days a week (closed on Federal holidays).

To submit an application through Grants.gov, applicants must:

- i. Create a username and password.
- ii. Establish an E-Business point of contact (POC) in order to respond to the registration emails.
- iii. Establish at least one Authorized Organization Representative (AOR); more than one

AOR can be established.

Please note the registration process in Grants.gov usually takes 2-4 business weeks to complete. The FMCSA will not consider late applications due to failure to register or comply with Grants.gov requirements.

In addition, applicants should also state within their Project Activity Plan narrative whether the proposed project(s) is/are located in a qualified opportunity zone designated pursuant to 26 U.S.C. § 1400Z-1.

SECTION E - APPLICATION REVIEW INFORMATION

1. Criteria

i. Eligibility Criteria

FMCSA will first screen all applications received by the due date to determine if the application is eligible. In addition to the eligibility criteria under Section C, FMCSA will review the application for the following below criteria.

Application Eligibility Criteria	Instructions
Deadline submission was met	Section D.4(i)
Applicant eligibility was met	Section C.1
SAM Registration	Section D.3
SF-424 Application for Federal Assistance	Section A.2 & Section D.1
SF-424 includes a DUNS Number	Section D.3
SF-424 lists any cost sharing or match amounts on line 18b	Section A.2
SF-424A, Budget Information Form	Section A.2
Budget Narrative	Section D.2 (viii)
Application/Project Narrative	Section D.2 (i-vi)
Any other applicable Grants.gov document or attachment listed in Appendix A	Appendix A

ii. Merit Evaluation Criteria

FMCSA subject matter experts will review all eligible applications using the following Merit Evaluation Criteria: Technical Merit Criteria; Budget Cost Analysis Criteria; Program-Specific Criteria; Past Performance Criteria; and Other Review Information.

a. Technical Merit

The criteria is related to the technical/programmatic merit of an application. FMCSA will consider the extent to which the applications:

- 1) Describe a program that will meet the stated objectives of the NOFO to reduce crashes, injuries, and fatalities involving commercial motor vehicles or achieve the other listed goals of the program;
- 2) Utilize a data-driven approach to clearly articulate the problem(s) the project(s) seek to address;
- 3) Include components that address specific HP program priorities;
- 4) Include proposed methodology that meets the stated objectives of the NOFO;

- 5) Propose work that identifies and/or makes progress on new/existing concepts;
- 6) Propose work that is based on sound principles to measure performance and gauge project success;
- 7) Include staffing resource allocations sufficient to achieve the program objectives;
- 8) Demonstrate that the proposed approach will ensure enforcement activities or other activities in areas likely to generate the maximum effectiveness of CMV enforcement;
- 9) Demonstrate appropriateness, rationale, and completeness of the proposed statement of project objectives;
- 10) Include clearly-identified quantifiable performance goals and measurements (such as percentages of enforcement on passenger carriers, traffic enforcement contact projections, etc.);
- 11) Demonstrate ability to develop performance-based metrics that adhere to FMCSA monitoring and reporting requirements;
- 12) Demonstrate that the proposed project/program is reasonable in scope, and adequate to address existing and emerging commercial vehicle safety issues;
- 13) Have an identified scope (regional, national, etc.) that the project will affect;
- 14) Represent a diversity of technical approaches or innovative methods;
- 15) Include efforts that are complementary and not duplicative, which, when taken together, will best achieve the programs goals and objectives; and
- 16) Provide different kinds and sizes of organizations to provide a balanced programmatic effort and a variety of different technical perspectives.

b. Budget/Cost Analysis Criteria

This criteria involves the budget: whether costs are allowable in accordance with Federal grant requirements, including the appropriateness and reasonableness of the budget estimate and the resources to be dedicated to the project; and the reasonableness and feasibility of the schedule relative to the application timeline. The budget should describe specific activities that support the objective(s) of the program.

FMCSA will evaluate applications and other information, including, but not limited to the following:

- 1) Elements of work included in the application have associated budget costs and, conversely, all elements in the applicant's budget have corresponding work elements included in the application;
- 2) Costs are allowable, allocable, necessary and reasonable per 2 CFR part 200;
- 3) Costs in a particular cost category have been properly identified as allowable, with the necessary detail for its use, and are not duplicative to the other budget line items;
- 4) The appropriate match required is correctly calculated and is documented, as applicable;
- 5) All equipment, training, and travel components are clearly linked to the project goal and are necessary to adequately compensate, equip, train, and enable personnel to conduct the activities included in the project plan;
- 6) A suspension and debarment review that included a review of the applicant and a check against the records in SAM ensures that the applicant is not, suspended or debarred and does not have any unpaid Federal tax liability. Please note that 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;
- 7) Any applicant-included comments, which FMCSA will review, 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 CFR § 200.206 (Federal awarding agency review of risk posed by applicants); and
- 8) An evaluation of the applicant's Single Audit in accordance with the Single Audit Act. FMCSA may, at its discretion, request further information and/or conduct an audit to confirm compliance as indicated on the SF-LLL – Disclosure of Lobbying Activities form, as provided for in the United States Code or the Code of Federal Regulations.

c. Program-Specific Criteria

The application must include clearly identified performance goals and

measurements that are supported by an appropriate and identified data source and that includes benchmarks and timelines that will facilitate evaluating the applicant's progress towards project completion.

FMCSA will also consider whether the application indicates how the recipient will continuously contribute to the success of the project by evaluating performance goals, objectives, activities, and outcomes and make adjustments as necessary.

d. Past Performance Criteria

Applicants that have previously received FMCSA grant funding will be evaluated in part on their past ability to complete prior awards on time, their compliance with those grant terms and conditions, including review of any financial and performance quarterly reports, and the results of any FMCSA grant monitoring activities, to include budget execution, original budget vs. final budget, and unexpended balances.

Applicants that have not previously received grant funding from FMCSA are not subject to this review, and their applications will not be eliminated from funding consideration for failure to show past performance.

FMCSA will evaluate applications and past performance to determine the extent to which:

- 1) The applicant used Generally Accepted Accounting Principles as a guide to review prior personnel and budgetary practices, and past performance to judge if the proposed expenditures are reasonable and necessary to conduct the proposed projects and if costs are allowable under applicable Federal regulations;
- 2) The applicant successfully performs and manages current project tasks (e.g., within budget and on schedule);
- 3) There are any issues or findings from monitoring activities (e.g., audit, program or process reviews) where the applicant violated the grant terms and conditions;
- 4) The applicant's previous performance and financial reports were submitted late, incomplete or incorrectly; and/or has the applicant consistently requested additional time to complete the reports; and
- 5) Whether the recipient has high undelivered order (UDO) balances from prior grants awarded for similar activities.

e. **Other Review Information**

After applying the above criteria, FMCSA will take into account the following key Departmental objectives.

- 1) Supporting economic vitality at the national and regional level;
- 2) Utilizing alternative funding sources and innovative financing models to attract non-Federal sources of infrastructure investment;
- 3) Accounting for the life-cycle costs of the project to promote the state of good repair;
- 4) Using innovative approaches to improve safety and expedite project delivery;
- 5) Holding grant recipients accountable for their performance and achieving specific, measurable outcomes identified by grant applicants;
- 6) Whether a project is located in a qualified opportunity zone designated pursuant to 26 U.S.C. § 1400Z-1;
- 7) Consistent with the Department's R.O.U.T.E.S. Initiative (<https://www.transportation.gov/rural>), the Department recognizes that rural transportation networks face unique challenges. To the extent that those challenges are reflected in the merit criteria listed in this section, the Department will consider how the activities proposed in the application will address those challenges; and
- 8) The Department will review and consider applications for funding pursuant to this NOFO in accordance with the President's September 2, 2020 memorandum, entitled ***Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities***, consistent with guidance from the Office of Management and Budget and the Attorney General and with all applicable laws.

2. **Review and Selection Process**

i. **Review Process**

FMCSA will review all eligible applications received before the application deadline. The review and selection process will consist of Intake/Eligibility Criteria review, a Technical Review Panel phase, a Program Office Review phase, and an awards Selection Process. During the Technical Review Panel phase, FMCSA technical experts evaluate

and analyze applications applying the evaluation criteria. During the Program Office Review, the Program Office will consider the Technical Review Panel evaluation, review the application against the criteria, and apply ratings, consistent with the descriptions in this NOFO. The Program Office will recommend initial selection of projects for the FMCSA Administrator's review. Finally, the FMCSA Administrator will select recommended awards for the Secretary's review and approval.

ii. **Ratings**

FMCSA prioritizes applications using the ratings shown below based on the applicability of the merit criteria and other preferences to the application.

- a. **Highly Responsive**: Applicant fully addresses all aspects of the criterion, convincingly demonstrates that it will meet the Government's performance requirements, and demonstrates minimal or no weaknesses.
- b. **Responsive**: Applicant addresses most aspects of the criterion and demonstrates the ability to meet the Government's performance requirements but contains weaknesses. These weaknesses may be addressed by recommending the award and including a specific programmatic or administrative post-award term and condition or a reduction to requested funding. Applicant otherwise fully addresses all aspects of the criterion and demonstrates the likelihood of meeting the Government's expectations and requirements.
- c. **Not Responsive**: Applicant does not sufficiently address the criterion and/or failed to submit required documentation. For example, the application is missing a budget, the project narrative lacks a clearly defined problem statement, missing objectives/goals, etc. The information that the applicant has presented indicates a strong likelihood of failure to meet the Government's requirements and/or adherence to application submission requirements.

iii. **Applicant Information**

As determined necessary to support the evaluation and selection process, FMCSA may conduct discussions with Applicants to clarify elements of the technical and budget applications, seek additional information as to whether the project can be completed with a reduced award, and request additional detailed and itemized cost information

3. **Additional Information: Risk Assessment**

Prior to award, each selected applicant will be subject to a risk assessment, as required by 2 CFR § 200.206. Depending on the level and severity of FMCSA's risk assessment findings, FMCSA may determine that the applicant is not qualified to receive the award. The FMCSA may also impose additional grant award terms and conditions above its customary general terms and conditions.

The risk assessment is conducted in several parts:

- i.** A debarment and suspension review that includes a check against the records in SAM (currently the Federal Awardee Performance and Integrity Information System).
 - a.** 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.
- ii.** FMCSA 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 CFR § 200.206 Federal awarding agency review of risk posed by applicants; and
- iii.** An evaluation of the applicant's Single Audit in accordance with the Single Audit Act, if applicable. FMCSA may, at its discretion, request further information and/or conduct an audit to confirm compliance as indicated on the SF-LLL – Disclosure of Lobbying Activities form, as provided for in the United States Code or the Code of Federal Regulations.

SECTION F - FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Following the evaluation outlined in Section E, the Notice of Grant Agreement (NGA), signed by the FMCSA Grant Officer, is the authorizing financial assistance document. The NGA will be sent through GrantSolutions, and it must be accepted by the recipient before the end of FY 2021. The FMCSA may approve all or partial funding of a grant application. The NGA issued to the recipient will specify whether the award is a grant or a cooperative agreement and will include any special award terms and conditions, if applicable.

Applicants chosen for funding are formally notified electronically by FMCSA's grant management system (GrantSolutions, www.grantsolutions.gov) before the grant's execution. Unsuccessful applicants will be notified by email. The FMCSA cannot award grants/cooperative agreements or release information concerning applications recommended for funding until approval is obtained from the Secretary of Transportation. Further, FMCSA cannot make awards until the enactment of authorizing legislation, an appropriations act, and apportionment of funds from the Office of Management and Budget (OMB). The FMCSA may issue partial funding of awards up to the funding level authorized.

Acceptance of the award constitutes the grant recipient's agreement to comply with all applicable statutes, regulations, executive orders, OMB circulars, and terms and conditions of the award, including the reporting requirements shown below.

Applicants will not receive any communication until all funding recommendations have been approved. The FMCSA will send a letter to notify those who were not funded with suggestions for how applications can be improved for the next grant cycle. The FMCSA does not have an appeals process for unsuccessful applications for discretionary grant funds.

2. Administrative and National Policy Requirements

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR part 200, as adopted by the Department at 2 CFR part 1201 and FMCSA statutes and regulations.

Additional provisions that apply to this NOFO and/or awards made under this NOFO, including but not limited to those related to DUNS, and SAM, can be found in the Grants.gov application package under the "Related Documents" tab. Applicants are strongly encouraged to thoroughly review all documents when preparing applications. Contact the POC listed in the overview of the funding notification if you have questions on these provisions.

3. Reporting

The grant/cooperative agreement terms and conditions outline the reporting requirements that the recipient must meet after award. Reporting responsibilities include quarterly program performance reports using the Performance Progress Report (SF-PPR) and quarterly financial status using the Federal Financial Report (SF-425, also known as the FFR). Recipients must submit financial and performance reports electronically through GrantSolutions; contact the points of contact listed in the overview of the funding notification for additional information. Additional quarterly report information and other required forms and templates are available at:

<https://www.fmcsa.dot.gov/mission/grants/grantee-training#pre-award>

If the Federal share of currently active Federal awards includes more than \$10,000,000 for any period of time during the period of performance, financial assistance recipients must comply with the post-award reporting requirements reflected in Appendix XII of 2 CFR part 200.

SECTION G - FEDERAL AWARDING AGENCY CONTACTS

For questions about this NOFO, please contact FMCSA's Grants Management Office as listed below:

- Telephone:** (202) 366-0621 (Grant Management Help Desk)
- Mail:** U.S. Department of Transportation,
Federal Motor Carrier Safety
Administration Grants Management
Office (MC-BG),
1200 New Jersey Ave, SE, West
Building, Washington, DC 20590
- Office hours:** 9 a.m. to 5 p.m., Eastern Time, Monday through Friday,
except Federal holidays.

SECTION H- OTHER INFORMATION

This NOFO is intended for informational purposes and reflects current planning. If there is any inconsistency between the information contained in this NOFO and the terms of any resulting funding agreement, the terms of the funding agreement are controlling. Additionally, FMCSA may make changes or additions to this NOFO. All changes will be announced through Grants.gov. We encourage you to sign up for Grants.gov emails to be notified of the changes at:

<http://www.Grants.gov/web/grants/manage-subscriptions.html>

The following attachments have been added to Grants.gov under this announcement. These attachments are available in Grants.gov under the “Related Documents” tab.

- **Appendix A:** Application Package Requirements Checklist
- **Appendix B:** Project Narrative Guidance

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.

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:
Brief Introduction	Include a description of the goal(s) of the application and the applicable program priority(s) met by the application's projects.	Grants.gov
Problem Statement	A quantitative description of the identified problem. Include details on the data used to identify the problem and to establish the baseline.	Grants.gov
Performance Objective	A description of the applicant's quantifiable goal related to the above problem statement.	Grants.gov
Project Activity Plan	A description of the activities the applicant believes will help mitigate the problem.	Grants.gov
Performance Measurement Plan	A description of how the applicant will measure progress towards the performance objective goal, such as quantifiable and measurable outputs.	Grants.gov
Monitoring and Reporting Plan	A description of the applicant's method for ongoing monitoring of the progress of the project. This should include who will conduct the monitoring, the frequency with which it will be carried out, and how and to whom reports will be made.	Grants.gov
Budget Narrative	A budget narrative is a description, by budget category (object class) that details the costs necessary to complete the proposed projects.	Grants.gov

SF-424 Application for Federal Assistance	Required standard application form for all requests for Federal assistance. Form requests contact information for: 1) Lead Principal Investigator or Program Director (program/project manager) [enter in Box 8f]; and 2) Authorized Representative (AR) Official (authorized signer) [enter in AR section following Box 21]. Available in the Grants.gov application package.	Grants.gov
SF-424A Budget Information for Non-Construction Programs	Required standard budget form for requests for Federal assistance. Available in the Grants.gov application package.	Grants.gov
SF-424B Assurances for Non-Construction Programs	Standard assurances form associated with accepting Federal assistance funds. This document indicates that the organization is in substantial compliance with various programs, regulations, and Federal laws for a non-construction program. Available in the Grants.gov application package.	Grants.gov
Grants.gov Lobbying Form	Required form that allows organizations to indicate that they do not engage in lobbying activities. Available in the Grants.gov application package.	Grants.gov
SF-LLL Disclosure of Lobbying Activities (if applicable)	Standard form to report their lobbying activities if applicable. Available in the Grants.gov application package.	Grants.gov
Key Contacts Form	Required form requests contact information for: 1) Additional Persons for the role of Authorized Representative Official (authorized signer); 2) Additional Persons for the role of Principal Investigator or Program Director (program/project manager); and 3) the lead role of Financial Official (Grants Manager). NOTE: If more than one individual is designated in the same role, one individual must be identified as primary. Available in the Grants.gov application package.	Grants.gov

Attachment Form	Form used to submit supplemental attachments to support the grant application. Available in the Grants.gov application package.	Grants.gov
Indirect Cost Rate Agreement (If Indirect Costs are included in applicant budget)	Organization's signed current approved indirect cost rate from the cognizant Federal agency or letter of request to cognizant agency for rate establishment or adjustment. If claiming Indirect cost charges, the grant recipient must include an active approved Indirect Cost agreement with the application submitted for funding. Should the grant recipient fail to provide an approved agreement during the pre-award phase and a grant is awarded, the grant recipient will have 90 days from the date of award acceptance to provide a copy of the IDC agreement. If we do not receive the required documentation within the allocated time frame, the grant recipient will not be reimbursed for Indirect charges for that fiscal year. Once an approved rate is provided to FMCSA, the grant recipient will then, be allowed to claim Indirect cost in the following fiscal year of the award. 2 CFR § 200.414 (c). Any non-Federal entity that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in appendix VII to 2 CFR part 200, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely. No documentation is required to justify the 10% de minimis indirect cost rate. 2 CFR § 200.414(f).	Grants.gov

APPENDIX B: Project Narrative Guidance

Application narrative packages are limited to 35 total pages. Submission of all required SF-forms, Key Contact, Attachment Forms, and Indirect Cost Agreements do not count against the page limitation. Organizations must include a description of the goal(s) of the application and the applicable program priority(ies) met by the application's projects and specific information about the outputs the application proposes to achieve. For each goal identified, the organization must provide a problem statement, performance objective, program activity plan, and performance measurement plan.

Sample Problem Statement	
Definition Description of the identified problem. Please include relevant details to identify the problem and to establish the baseline. Include data source and how the State collects, maintains, and analyzes the data.	
Sample #1	Sample #2
The organization has identified five corridors of highway that alone account for 38.4% of all CMV-related fatalities in the 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.	The organization has identified hours of service related issues as the most often cited violation in both carrier investigations and during roadside inspections. The State suspects that driver fatigue, as evidenced by non-adherence to hours of service regulations, accounts for 20% of the crashes in the State.
Evaluation Consideration The FMCSA will consider the extent to which the organization has used available data to identify the cause of CMV crashes.	

Sample Performance Objective	
Definition Description of the goal related to the problem statement. This can be measured in the number or percentage reduction of crashes, fatalities, injuries, and/or specified incidents) that will result by implementing specific strategies and activities.	
Sample #1	Sample #2
The State will conduct enforcement activities along the five identified corridors of highway using our most current data with the goal of reducing the crash rate along each by greater than 10 percent during the activity period.	The State will reduce the number of hours of service violations found in roadside inspections and during carrier investigations for domiciled carriers by 30 percent during the activity period.
Evaluation Consideration The FMCSA will consider the extent to which the State lead agency describes sound program goals and objectives that are specific, measurable, and can likely be achieved during the grant period of performance. The FMCSA will also consider the extent to which the State lead agency thoroughly explains why it selected the project goals and objectives to address the need(s) established in the Problem Statement.	

Sample Program Activity Plan	
Definition Description of the activities the organization believes will help mitigate the problem. This section should only be a high-level description – detailed activities will be described later.	
Sample #1	Sample #2
The organization will conduct high visibility traffic enforcement along the five identified corridors of highway during the activity period. The organization will conduct at least five enforcement blitzes each month and will ensure that it increases the number of officers assigned to each corridor from X to Y during each of the four-day periods. (See Driver/Vehicle inspection section for further information.)	The organization will focus on conducting at least 40% of its total number of inspections as Level III. Further, the organization will provide additional training to officers to detect hours of service violations. Finally, the organization will engage in 12 free hours of service safety talks to motor carrier associations around the State during the performance period. (See respective sections for further information, i.e., Outreach and Education.)
Evaluation Consideration The FMCSA will consider the extent to which the organization describes tasks, activities, and timelines to achieve the project goals.	

Sample Performance Measurement Plan	
Definition Description of how the organization will measure progress towards the performance objective goal, such as quantifiable and measurable outputs (hours, carrier contacts, inspections, etc.) and in terms of performance outcomes. The measure must include specific benchmarks that can be reported on in the quarterly progress report if practicable (if quarterly reporting is not practicable, explain how the annual outcome will be reported).	
Sample #1	Sample #2
The organization, using its own crash data, will record the number of officer enforcement hours, stops made, citations issued, violation code of citations issued, and crashes reported along each corridor at the end of each quarter. Using this information, the organization will adjust the officers assigned to future blitzes and provide each officer assigned with a specific focus area for enforcement. The organization expects that number of crashes in each corridor will be 10% lower than the comparable period in 2014.	The organization 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 organization will evaluate the violation types cited on inspections and carrier investigations for domiciled carriers to monitor the percentage of hours of service violations. Based on this, the organization may shift resources to conduct additional safety talks or inspections.
Evaluation Consideration The FMCSA will consider the extent to which the organization thoroughly outlines how it will monitor the effective implementation of the strategies and document the project outcomes.	

What is a Budget Narrative?

The budget narrative explains the “what“, “how”, and “why” of a line item cost to carry out grant project goals and objectives. A budget narrative explains each budget component that supports the costs of the proposed work. The narrative should focus on how each budget item is required to achieve the proposed project goals and objectives. It should also clearly explain and justify how budget costs were calculated.

The budget narrative should be clear, specific, detailed, and mathematically correct. The FMCSA reviews the budget narrative to confirm if costs are allowable, allocable, necessary, and reasonable. A well-developed budget narrative is also an effective management tool; a budget that does not represent a project’s needs makes it difficult to recommend funding and assess financial performance over the life of the project. The budget narrative serves a number of critical functions:

- Describes your need for or necessity of an expense;
- Documents how reasonable the request is, conveys your judgment as well as the feasibility of the project in context of available and proposed resources.
- Helps FMCSA review high-risk cost items to determine funding.

Use this budget narrative guidance to help develop your budget. Note that each budget narrative must include a break-out of the Federal (XX%) and organization (XX%) matching share. The FMCSA evaluates costs based on the total project cost (Federal + organization). The break-out is provided for organization planning and tracking purposes.

What Types of Costs are in a Budget Narrative?

Personnel: 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. Costs should be consistent with what was paid for similar types of work within the organization.

Sample Personnel Budget Narrative							
Salary Information							
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Cost	85% Federal Share	15% State Match
<i>Supervisor</i>	1	100	2080	\$28	\$58,240	\$49,504	\$8,736
<i>Trooper (part-time)</i>	1	50	2080	\$19	\$19,760	\$16,796	\$2,964
<i>Troopers</i>	10	100	2080	\$19	\$395,200	\$335,920	\$59,280
Sub-Total Salary					\$473,200	\$402,220	\$70,980
The Supervisor manages activities of the project. S/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. Troopers conduct roadside inspections to fulfill reporting requirements.							

Fringe Benefits: Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. The costs of fringe benefits are allowable under 2 CFR 200.431 provided that the benefits are reasonable and are required by law, a non-Federal entity-employee agreement, or written policy of the non-Federal entity. The FMCSA will only reimburse fringe costs for personnel and only for the percentage of time they devote to the project. Some helpful tips:

- Explain how the fringe benefit amount is calculated (e.g., actual fringe benefits, rate approved by the Health and Human Services Statewide Cost Allocation Plan or cognizant agency).
- Explain what is included in the benefit package. Do not combine the fringe benefit costs with direct salaries and wages in the personnel category. Below is a sample fringe

budget narrative

Sample Fringe Benefits Budget Narrative					
Position(s)	Rate	Base Amount	Total Cost	85% Federal Share	15% State Match
1 Trooper	16.72	100	\$6,608	\$5,616.80	\$991.20
10 Troopers (Part-Time)	16.72	50	\$33,040	\$28,084	\$4,956
<i>Sub-Total Fringe Benefits</i>			<i>\$39,648</i>	<i>\$33,700.80</i>	<i>\$5,947.20</i>
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 trooper, with a projected annual hour worked at 2,080 hours. The 10 part-time troopers average 50% per Trooper working on the program or an average of 1,040 hours.					

Travel: Travel costs include field work activities or for travel to professional meetings. The FMCSA reviews the travel budget to ensure that amounts are reasonable based on the level of effort described in the project plan and alignment with 2 CFR § 200.475. Generally speaking, FMCSA will accept in-State travel costs for routine operations as reasonable unless there is a specific reason to question them. The FMCSA evaluates out-of-state to ensure the trips planned are necessary to complete the scope of work (usually training or meeting attendance), and that the number of travelers is consistent with the trip purpose. Some helpful tips:

- Include estimates for unforeseen travel such as possible FMCSA required meetings, with estimated costs of attendance.
- Explain the reason for travel expenses for project personnel (staff training, field interviews, advisory group meeting, etc.) and, if known, identify the location/destination of travel.
- Do not include payroll, fringe, or other costs listed as part of the travel. For example, payroll/fringe is included in personnel and fuel costs are included in Other.

Below is a sample travel budget narrative.

Sample Travel Cost Budget Narrative					
Purpose	# of Staff	Days	Total Cost	85% Federal Share	15% State Match
Statewide Travel – Inspections	15		\$300,000	\$255,000	\$45,000
Certification Training	15		\$27,000	\$22,950	\$4,050
FMCSA Conference	10		\$18,000	\$15,300	\$2,700
Sub-Total Travel			\$345,000	\$293,250	\$51,750
In line with historical performance, our agency plans to use 15 officers to complete 1500 inspections throughout the State. Average costs are about \$200/inspection, including the per diem, hotel, vehicle mileage, and related travel cost. Certification Training is expected to be conducted during the year. Fifteen staff members will attend 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 FMCSA will hold an annual national 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.					

Equipment: Equipment is tangible personal property with a useful life of more than one year and a unit acquisition cost of the lesser of the capitalization threshold established by the non-Federal entity or \$5,000. The FMCSA evaluates the need for the equipment (e.g., ratio of employees to equipment) in the budget narrative and how it supports project activities. The FMCSA also evaluates the extent to which the equipment is being used to support more than one cost objective. If it does, FMCSA reviews the cost to ensure the expenses have been properly allocated. Additionally, FMCSA reviews past performance information to determine if the same equipment for the project/program was purchased in previous years. If the same equipment was previously purchased for the same project/program in previous years, the applicant must explain the need for the additional equipment. Failure to adequately explain the need for the additional equipment may result in funding reductions or denial of funding.

Some helpful tips:

- Indicate in the narrative if your equipment threshold is below \$5,000 so FMCSA understands why lower costs items are included in this line. Otherwise, expenses under the threshold of \$5,000 per item belong in supplies or other, depending on the item.

- Explain the purpose and use of each item of equipment. If the equipment will be used for more than one FMCSA grant project, prorate the costs.
- Common purchases like a computer system (when purchased as a package: keyboard, monitor and hard drive, etc.) are considered equipment if the total cost exceeds the threshold. If these same items are purchased individually (and not as a package) and each unit is below the threshold, list them under supplies.

When developing your budget, 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 the other object class depending upon your procurement method. See the guidance under the other object class for additional information.

Sample Equipment Cost Budget Narrative					
Item Name	# of Items	Cost per Item	Total Cost	85% Federal Share	15% State Match
Vehicles	12	\$36,000	\$432,000	\$367,200	\$64,800
Sub-Total Equipment			\$432,000	\$367,200	\$64,800
The State requests 12 new vehicles to complete motor carrier safety inspections that will replace vehicles that have reached their useful life expectancy by the State's vehicle replacement policy. These vehicles will be used only for grant eligible purposes and are needed to fulfill activities proposed in the application. The cost for purchasing a vehicle is based on the State's current procurement contract.					

Supplies: Supplies are tangible personal property other than equipment. The FMCSA evaluates supplies costs to ensure a sufficient level of detail that would allow an informed reader to understand the standard office supplies are reasonable. For example, an applicant does not need to provide details on the number of paper clips that it will purchase. However, FMCSA cannot accept an amount for office supplies that would equal, for example, \$8,000 a year per person without further clarification. Some helpful tips:

- Indicate the approximate expenditure of the unit (e.g., office supplies cost \$XX per month).
- Include a quantity and unit cost for larger cost supply items such as computers and printers.

Sample Supplies Cost Budget Narrative						
Item Name	# of Units/Items	Unit of Measurement	Cost per Unit	Total Cost	85% Federal Share	15% State Match
General Office Supplies	12	Month	\$39	\$468	\$397.80	\$70.20
Mobile Printers	7	Item	\$250	\$1,750	\$1,487.50	\$262.50
Laptop Computers	12	Item	\$2,000	\$24,000	\$20,400	\$3,600
Sub-Total Supplies				\$26,218	\$22,285.30	\$3,932.70
General office supplies are required for 26 officers in the program. Ten part-time troopers require new laptop computers, and five full-time officers require new mobile printers to complete this grant's activities. These officers conduct roadside inspections to fulfill reporting requirements. The extra mobile printers and laptops are requested for replacement purposes.						

Contractual: A contract is a legal instrument by which a recipient purchases property or services necessary to carry out the Federal project.

The FMCSA reviews the contractual budget narrative to ensure it contains sufficient 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.

Include the name of the vendor/subrecipient, if known. If not, indicate that the selection is pending and an estimated timeframe when the vendor/sub-grant recipient will be selected. In the application, the most important component of the contractual budget narrative is the purpose of the contract/sub grant and how the cost was estimated/derived.

Guidance for Contract Costs: A contractor is one who provides goods and services within normal business operations; provides similar goods or services to many different purchasers; normally operates in a competitive environment; provides goods or services that are ancillary (but necessary) to the operation of the Federal program. A contractor is not subject to Federal compliance requirements as a result of the grant, though similar requirements may apply for other reasons.

For example, contractual costs could include training, maintenance contracts, or other service contracts except those which belong in different object classes such as equipment or supplies (depending upon your organization's policy). The term "procurement" is used to identify the process of acquiring goods and services from sources outside of the grant recipient organization. When procuring goods and services under a Federal award, an organization must follow the procurement standards at 2 CFR §§ 200.317 - 200.326 and same policies and procedures it uses for procurements for its non-Federal funds. Non-competitive procurements should only be used in limited circumstances and should be a last resort.

Non-competitive procurements must comply with 2 CFR § 200.320(c).

Guidance for Subrecipient Costs: A subaward is an award provided by the recipient (also known as a pass-through entity or prime recipient) to a subrecipient. Characteristics of a subrecipient include that the 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. For more information in determining subrecipients see 2 CFR 200.331.

A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. Federal regulations require that all sub-grant recipients obtain and maintain a Data Universal Numbering System (DUNS) number and continue to maintain an active System for Award Management registration at all times during an active Federal award.

If you intend to provide funding to another organization as a subaward, provide a new object class budget narrative and line item budget for each sub-grant recipient organization.

Below is a sample contractual budget narrative for contractor costs.

Sample Contractual Cost Budget Narrative			
Description of Services	Total Cost	85% Federal Share	15% State Match
Contract services for crash timeliness	\$200,000	\$170,000	\$30,000
<i>Sub-Total Contractual</i>	<i>\$200,000</i>	<i>\$170,000</i>	<i>\$30,000</i>
Contract services for crash timeliness include an assessment of the timeliness and quality of our data systems and the contractor oversees the development of plans to implement improvements to the system that support the State's highway safety programs. The contractor will conduct analyses of crash, ticket, and inspection data used in the planning and development of the CVSP, evaluating program and legislative initiatives, and monitoring the performance of the program.			

Other: Other costs are costs that do not fit within any of the other object class categories. Typical costs in this category include rent for buildings used to conduct project activities, utilities, and printing costs. The FMCSA reviews other costs to determine whether these costs are consistent with the proposed work plan and are necessary to complete the approved work plan. The FMCSA also evaluates the costs to ensure that no unallowable costs, such as entertainment expenses, are included. Below is a sample other budget narrative. Some helpful tips:

- A lease is considered Other cost when you are not the prime on the contract; rather, you are partnering with a different agency in your State or using a shared utility, facility or other services purchased through the State for one or more agencies. A lease is considered a contractual cost when you directly engage, and form a contract with, a vendor.
- Group Other object class costs whenever possible (e.g., space, rental, communication, printing, maintenance) in the budget and explain how they support the grant activities.
- Ensure that other costs such as professional services, audit, postage, printing, and facilities expenses are not already accounted for in either your indirect cost rate agreement or cost allocation plan.

Sample Other Cost Budget Narrative						
Item Name	# of Unit/ Items	Unit of Measurement	Cost Per Unit	Total Cost	85% Federal Share	15% State Match
Copy machine rental	12	Item	\$50	\$600	\$510	\$90
<i>Sub-Total Other</i>				<i>\$600</i>	<i>510</i>	<i>\$90</i>
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.						

Indirect Costs: Indirect costs are costs incurred for common or joint objectives that benefit more than one project, but are not easily or accurately allocable to more than one project. They may be administrative and/or operational. The FMCSA reviews indirect cost rates to ensure the rate is valid, calculations are correct in the budget, and the rate is applied to the appropriate base.