FY2021 High Priority - Notice of Funding Opportunity (NOFO) Funding Conference

February 11, 2021

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

Title VI Program Compliance Plan Award Requirement

- The FMCSA Title VI Program Federal financial assistance **award requirements** consist of an annually updated **Title VI Program Compliance Plan** (Plan).

- Instruction document included with application package on Grants.gov.

- The Plan must be submitted prior to the Federal financial assistance application submission deadline. **(5pm EST on March 15, 2021)**

- **To begin this coordination**, please contact Mr. Lester Finkle, FMCSA National Title VI Program Manager @ lester.finkle@dot.gov.

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

Agenda

- FY2021 High Priority NOFOs
- NOFO Highlights
- Examples of Incomplete and Complete Project Narratives Sections
- Tips for Completing Your Grant Application
- Q&A

FY 2021 High Priority NOFOs

- **FY2021 High Priority – CMV**
  - **Opp #** FM-MHP-21-001 due date 3/15/21
  - **Programmatic** - Bettina Conroy - Bettina.Conroy@dot.gov
  - **Financial/Application Submission** - Tarsha Johnson - Tarsha.Johnson@dot.gov

- **FY2021 High Priority – ITD**
  - **Opp #** FM-MHP-21-002 due date 3/15/21
  - **Programmatic** - Tom Kelly – Thomas.Kelly@dot.gov
  - **Financial/Application Submission** – James Ross – James.Ross@dot.gov

NOFO Section A - Program Description

The High Priority (HP) Grant Program is a discretionary program which provides financial assistance outlined in the following NOFOs:

- **HP Commercial Motor Vehicle (HP-CMV)** (Opp # FM-MHP-21-001)
  - Performance and Registration Information Systems Management (PRISM);
  - State Safety Data Quality (SSDQ);
  - Enforcement of CMV Operation and Compliance with Safety Regulations (CMV)
- **HP Innovative Technology Deployment (HP-ITD)**(Opp # FM-MHP-21-002)

Please keep in mind….

- If applying for HP-CMV Safety projects and HP-ITD projects, the applicant **must** submit separate applications.

- If an application is submitted for the wrong opportunity # on Grants.gov the application will be **deemed ineligible**.

NOFO Section A - HP-CMV Award Performance Goals

Applicants should include expected performance goals related to the national priorities under NOFO section A.4.

Baseline Data

- 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/).

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 A.4**.

NOFO Section A - HP-ITD Award Performance Goals

Applicants should include expected performance goals related to the national priorities under NOFO section A.4.

Baseline Data

- FMCSA will measure the success of a HP-ITD award's performance goals by examining data available in Aspen, roadside inspection application and Commercial Vehicle Information Exchange Window (CVIEW), or equivalent, that houses and exchanges State credential and safety data with the national Safety and Fitness Electronic Records (SAFER) database, the International Registration Plan (IRP) clearinghouse, the International Fuel Tax Agreement (IFTA) clearinghouse, crash and safety statistics reported by the applicant, and any other data reported by the applicant for consideration.

Performance Indicators

- FMCSA will also measure whether an HP-ITD award meets the performance goals outlined in the application by assessing performance indicators.

NOFO Section A - National Priorities Descriptions

- **CMV Safety**
  - ****New Priority - Skills Performance Evaluation (SPE) Program 49 CFR § 391.49**
  - https://www.fmcsa.dot.gov/grants/mcsap-high-priority-grant/motor-carrier-safety-assistance-program-mcsap-high-priority-grant.fmcsa.dot.gov/grants/mcsap-high-priority-grant/

- **Performance and Registration Information Systems Management (PRISM)**
  - https://www.fmcsa.dot.gov/PRISM-systems/prism/registration-requirements

- **State Safety Data Quality (SSDQ)**
  - https://ai.fmcsa.dot.gov/DataQuality

- **Innovative Technology Deployment (ITD)**
  - https://www.fmcsa.dot.gov/itd

- **Motor Carrier Safety Assistance Program-Grant Comprehensive Policy (MCP)**
  - https://www.fmcsa.dot.gov/mission/grants/motor-carrier-safety-assistance-program-grant-comprehensive-policy

Section A-II - Clarification

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).

Submission Options for non-State agencies:

- **As nationally representative entities provide a forum for States and Territories** to communicate and discuss data quality initiatives under SSDQ, it would acceptable for those groups to submit an application which supports the States and Territories performance **under this priority**.

And/OR

- **Enforcement of CMV Operation and Compliance with Safety Regulations**
  - **Priority 3 -** Improve CMV Safety and Compliance with CMV Safety Regulations
  - **Priority 4 -** Technologies to Improve CMV Safety Enforcement

NOFO Section B – Federal Award Information

- **Funding**
  - The FMCSA anticipates making awards totaling:
    - $25,211,500 for HP-CMV; and
    - $20,000,000 for HP-ITD.

- **Period of Performance (POP)**
  - HP-CMV – POP is the Federal FY in which the award is made plus **two** additional fiscal years.
  - HP-ITD – POP is the Federal FY in which the award is made plus **four** additional fiscal years.

The Federal Fiscal Year = October 1 thru September 30

NOFO Section C
Participation by Local Law Enforcement Agencies and Other Applicants

- **Any local law enforcement agency** applying directly to FMCSA for HP-CMV funding **must provide a statement within the application certifying** that the applicant meets the eight conditions from 49 CFR § 350.405.

- **Non-law enforcement applicants** (e.g., institutions of higher education, non-profit organizations, etc.) **must also certify** compliance with the conditions cited below, but may state within their application a reason for exemption to the terms and conditions under (b), (g), and (h), if they are not directly responsible for law enforcement activity and/or no current database access exists for their specific project.

NOFO Section D - SF-424 & SF-424A Forms

424 box 18

Totals must be identical to the totals in 424a

18. Estimated Funding ($):	
* a. Federal	552266
* b. Applicant	97459
* c. State	0
* d. Local	0
* e. Other	0
* f. Program Income	0
* g. TOTAL	649725

Project Limit Per Application

HP-CMV – **No limit.** Download an additional 424a if the number of projects is greater than four.

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

424a

Section A – Federal/Match/Total Program

Section B - Totals must reflect **total project cost**

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.Project 1		$	$	$ 824,617.30	$ 145,520.70	$ 970,138.02
2.Project 2				317,126.50	55,963.50	373,090.00
3.Project 3				212,449.00	37,492.00	249,941.00
4.Project 4				286,716.90	50,599.10	337,316.01
5. Totals		$ 0.00	$ 0.00	$ 1,640,909.72	$ 289,575.30	$ 1,930,485.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1) Project 1	(2) Project 2	(3) Project 4	Project 4	(5)
a. Personnel	$ 64,323.00	$ 89,807.00	$ 85,634.00	$ 93,476.00	$ 333,240.00
b. Fringe Benefits	12,398.00	8,974.00	5,793.00	6,789.00	33,954.00
c. Travel	67,893.00	57,893.00	7,689.00	7,488.00	140,963.00
d. Equipment	57,297.00	30,789.00	4,563.00	5,873.00	98,522.00
e. Supplies	94,563.00	43,782.00	57,834.00	6,789.00	202,968.00
f. Contractual	70,342.00	3,462.00	6,739.00	98,234.00	178,777.00
g. Construction	0.00	0.00	0.00	0.00	0.00
h. Other	4,839.00	64,927.00	7,839.00	63,879.00	141,484.00
i. Total Direct Charges *(sum of 6a-6h)*	371,655.00	299,634.00	176,091.00	282,528.00	1,129,908.00
j. Indirect Charges	598,483.00	73,456.00	73,849.00	54,789.00	800,577.00
k. TOTALS *(sum of 6i and 6j)*	$ 970,138.00	$ 373,090.00	$ 249,940.00	$ 337,317.00	$ 1,930,485.00
7. Program Income	$	$	$	$	$ 0.00

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

Previous Edition Usable

NOFO Section D - Budget Narrative

- This template is included with the application package on Grants.gov.
- Please refer to Appendix B in the NOFO regarding guidance on the **preferred content and format** for the budget narrative.

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

NOFO Section D
Requirements when One or More Projects are Proposed

- If an application contains more than one project, the application must include:
  - A separate program and budget narrative for **each project** proposed in the application.
  - A comprehensive budget **including the Federal and Match amounts by** line item.
- What is a project?
  - A project consists of one or more priorities that work toward achieving a defined goal.

Example of Application with Multiple Projects

Project 1 – Title

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

Project 2 – Title

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

Project 3 – Title

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

A comprehensive budget **including the Federal and Match amounts by** line item.

NOFO Section D – Required Narrative Sections

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

NOFO Section D - Funding Restrictions (NEW)

- **Indirect Cost Agreement Requirement**
  - 2 CFR § 200.414(c)
  - Current period IDC approved agreements **must be submitted within 90 days of acceptance** of the award. If not, IDC will not be reimbursed that fiscal year. It will be allowed the following fiscal year with a current period IDC agreement.

- **De minimis rate of 10% option**
  - 2 CFR § 200.414(f)
  - available to any **non-federal entity** that does not have a current negotiated (including provisional) rate, except those described in appendix VI of 2 CFR 200. They may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

- **Bonus costs are not an allowable expense under FMCSA awards**
  - 2 CFR part 200, Subpart E; 2 CFR §§ 200.403 – 200.405

NOFO Section E – Application Review Information

Eligibility Criteria

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

Merit Evaluation Criteria

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

- Technical Merit -16 Criteria
- Budget Cost Analysis – 8 Criteria
- Program Specific Criteria - Section A-4
- Past Performance – 5 Criteria
- Other Review Information – 8 Criteria

NOFO Section F.3 - Reporting

- **FY2021 Quarterly Reporting Requirement**
  - Recipients must submit financial and performance reports electronically through GrantSolutions.

More details to follow

Appendices

- Appendix A: Application Package Requirement Checklist
- Appendix B: Project & Budget Narrative Guidance

Examples of Incomplete and Complete Project Narrative Required Sections

Introduction – Incomplete

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

Introduction – Complete

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

Problem Statement – Incomplete

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

Problem Statement – Complete

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

Performance Objective – Incomplete

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

Problem Objective – Complete

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

Performance Activity – Incomplete

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

Performance Activity – Complete

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

Performance Measurement Plan - Incomplete

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

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

Performance Measurement Plan - Complete

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

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

Monitoring Plan - Incomplete

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

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

Monitoring Plan - Complete

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

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

Tips for Completing Your Grant Application

Check off each task as you work to complete your grant application.

- ☐ **Start early.** Gathering all the necessary information for submitting the grant application takes time and teamwork. Starting early gives you more flexibility in the event of unexpected changes or delay.
- ☐ **Review the NOFO.** The Notice of Funding Opportunity (NOFO) outlines the upcoming year's program information, priorities and emphasis areas. The NOFO can be found on Grants.gov.
- ☐ **Consider previous years' comments.** If you received feedback on submissions from previous years, address that feedback in advance for this year. You can find this in the NGA Terms and Conditions and/or correspondence from review and approval of project plans and budgets.

Tips for Completing Your Grant Application

- **Know your resources.** FMCSA will measure the success 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 date 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/). Information regarding cost eligibility may be found within the Motor Carrier Safety Assistance Program Grant Comprehensive Policy (MCP) found at: https://www.fmcsa.dot.gov/mission/grants/motor-carrier-safety-assistance-program-grant-comprehensive-policy.

Tips for Completing Your Grant Application

- **Ensure your application meets the criteria for a performance based plan.** Focus on identifying quantitative measurable objectives and activities that will be achieved by the funding requested.
  - **Provide Problem Statements with specific data and information.** Data in Problem Statements should support the need for the project's goals and objectives outcome and establish a quantitative baseline to measure against.
  - **Be SMART about Performance Objectives.** Performance Objectives must be Specific, Measureable, Achievable, Realistic, and Time bound. Including quantifiable benchmarks allows for a means to measure progress and demonstrate success.
  - **Identify quantifiable outputs for <u>each</u> activity in the Program Activity Plan.** You may have multiple activities that will support the overall objective identified. Each activity <u>must</u> have a quantifiable output to measure and report movement against the baseline.

Tips for Completing Your Grant Application

- ☐ **Upload all required documents to Grants.gov:** Application packages must contain all required documentation in order to be considered for an award. Review the Application Package Requirement Checklist in Appendix A of the NOFO to ensure that you're submitting all required documents to Grants.gov. Ensure you get email confirmations as outlined in the NOFO section D.4.i.

Questions ?
Answers !