

**UNITED STATES DEPARTMENT OF TRANSPORTATION  
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION**  
Fiscal Year 2011 – Motor Carrier Safety Assistance Program  
**NEW ENTRANT GRANTS – SUPPLEMENTAL NOTICE OF FUNDING  
AVAILABILITY**  
*Application Instructions*

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***Section I: Funding Opportunity Description***

The Federal Motor Carrier Safety Administration (FMCSA)'s Motor Carrier Safety Assistance Program (MCSAP) New Entrant grant program provides financial assistance to State and local governments, including the District of Columbia, to reduce the number and severity of crashes and hazardous materials incidents involving commercial motor vehicles (CMV). The MCSAP strives to achieve this goal through consistent, uniform, and effective CMV safety programs. Investing grant monies in appropriate CMV safety programs increases the likelihood that safety defects, driver deficiencies, and unsafe motor carriers' practices are detected and corrected before they become contributing factors to crashes.

Beginning in August 2005, FMCSA established the [New Entrant Safety Assurance program](#) which requires all new motor carriers (private and for-hire) domiciled in the United States and Canada and operating in interstate commerce to apply for registration as a new entrant. In accordance with 49 USC 31144(g)(1), a new entrant carrier must undergo a safety audit within 18 months after receiving a U.S. Department of Transportation (US DOT) number and commencing interstate operations. During this 18 month period:

- The new entrant's roadside safety performance is closely monitored to ensure the new entrant has basic safety management controls that are operating effectively.
- A safety audit is conducted on the new entrant, once it has been in *interstate* operation for at least 90 days and no more than 18 months, to have sufficient records to allow the Agency to evaluate the adequacy of its basic safety management controls.
- In order to maintain its registration, the new entrant motor carrier must demonstrate that it has adequate safety management controls in place that function effectively to ensure compliance with applicable safety requirement.

A portion of the MCSAP funds appropriated for fiscal year (FY) 2011 will be dedicated for safety audits of new entrant motor carriers under the new entrant safety assurance program.

Fiscal Year 2011 New Entrant funds are available for expenditure by a grantee until September 30, 2012. Applications for the New Entrant grant program *must* be submitted through Grants.gov by 11:59 P.M., Eastern Time (ET), on June 24, 2011.

## **Section II: Award Information**

For FY 2011, FMCSA was appropriated \$32 million in New Entrant grant funding to be awarded to the 50 States and the District of Columbia. FMCSA had an initial deadline of October 15, 2010, for applications at a funding level of \$29 million. There is approximately \$5.9 available for grant award to State and local governments to conduct safety audits on New Entrant *interstate* carriers consistent with the provisions of Title 49 of the Code of Federal Regulations (CFR) [Part 350.321](#) and [Part 385 Subpart D](#). *Safety audits conducted on INTRASTATE motor carriers are NOT ELIGIBLE for reimbursement under the New Entrant grant program.*

## **Section III: Eligibility Information**

In accordance with the provision of [49 CFR Part 350.321](#), eligible recipients are State agencies and local governments.

To apply for New Entrant funds, a State or local government agency *must* comply with the provisions of [49 CFR Part 350.329](#).

- (a) States *must* meet the requirements of [49 CFR 350.201](#), as applicable.
- (b) Local agencies *must* meet the following nine conditions:
  - (b.1) Prepare a proposal in accordance with [49 CFR Part 350.213](#), as applicable.
  - (b.2) Coordinate the proposal with the State lead MCSAP agency to ensure the proposal is consistent with State and national CMV safety program priorities.
  - (b.3) Certify that your local jurisdiction has the legal authority, resources, and trained and qualified personnel necessary to perform the functions specified in the proposal.
  - (b.4) Designate a person who will be responsible for implementation, reporting, and administering the approved proposal and will be the primary contact for the project.
  - (b.5) Agree to prepare and submit all reports required in connection with the proposal or other conditions of the grant.
  - (b.6) Agree to use the forms and reporting criteria required by the State lead MCSAP agency and/or the FMCSA to record work activities to be performed under the proposal.
  - (b.7) Certify that the local agency will impose sanctions for violations of CMV and driver laws and regulations that are consistent with those of the State.
  - (b.8) Certify participation in national data bases appropriate to the project.

New Entrant funds are awarded in accordance with the provisions of 49 CFR [Part 350](#) and [Part 385](#). FMCSA will reimburse up to 100 percent of eligible costs depicted in an approved budget and project plan. All reimbursable items *must* be necessary, reasonable, allowable, and are subject to review and approval by the FMCSA as described in [49 CFR Part 18](#). New entrant grant recipients are permitted to use awarded funds for salaries and related expenses of auditors, including training, equipment, and for performing other eligible activities that are directly related to conducting safety audits.

#### ***Section IV: Application and Submission Information***

The FMCSA utilizes Grants.gov as the primary tool for accepting all grant program applications, including New Entrant applications. All FY 2011 New Entrant applications *must* be submitted electronically through this site ([www.grants.gov](http://www.grants.gov)).

To apply, the applicant *must* complete the Grants.gov registration process. To start registering, click [here](#) and follow the instructions found on the Grants.gov “[Get Registered](#)” webpage. The registration process can take between three to five business days or as long as four weeks. Applicants are encouraged to register as soon as possible.

The Catalogue of Federal Domestic Assistance (CFDA) number for this grant is 20.218.

If an applicant requires special assistance or accommodation associated with submitting this grant application, methods other than Grants.gov are available. Please contact the Agency personnel listed in the “Section VII: Agency Contact” below if assistance is required.

All New Entrant applications must be submitted through Grants.gov by 11:59 P.M. (EST) on June 24, 2011. FMCSA will initially consider funding for applications submitted on or before the deadline. After each of those applications has been reviewed, and funding awarded, applications submitted thereafter will be considered on a case-by-case basis, if funds remain available. FMCSA strongly encourages all applicants to submit their applications well in advance of the deadline.

#### **Application Package – Standard Forms**

For those applicants that submitted an application by the October 15, 2010, deadline, applicants may only submit **revised**:

- (1) performance-based narrative and
- (2) line-item budget that satisfies the required level of detail demonstrated in the *New Entrant Line-Item Budget Template*, discussed below.

For applicants that did not submit an application by the October 15, 2010 deadline, all MCSAP New Entrant applications for FY 2011 *must* include the following forms as provided in the New Entrant Application Package:

1. SF-424, Standard Application for Federal Assistance
2. SF-424A, Budget Information for Non-Construction Programs
3. SF-424B, Assurances for Non-Construction Programs

4. SF-GG, Grants.gov Lobbying form
5. *If applicable*, SF-LLL, Disclosure of Lobbying Activities
6. Attachment form

This form will be used to submit the supplemental attachments to the grant application.

At a minimum, every application *must* include:

- (1) performance-based narrative and
- (2) line-item budget that satisfies the required level of detail demonstrated in the *New Entrant Line-Item Budget Template*, discussed below.

Instructions for completion of the required standard forms follow:

### **SF-424 INSTRUCTIONS:**

Block 1: Check “Application”

Block 2: Check “New”

Blocks 3, 4, 5, 6 & 7: Leave blank

Block 8: Complete sections a – f. *Block 8f: the point of contact should have actual knowledge of the project applied for and be able to answer technical questions.*

Block 9: Select “State Government” from drop-down menu

Block 10: Enter “DOT/Federal Motor Carrier Safety Administration”

Block 11: The CFDA Number is “20.218,”CFDA Title is “FY 2011 MCSAP New Entrant Grant Funding”

Block 12: The funding opportunity number should be populated when form is downloaded from Grants.gov. If not, enter the funding opportunity number as reflected in the Grants.gov Grant Application download page.

Title block, Enter “FY 2011 MCSAP New Entrant Safety Assurance Program”

Block 13: The competition identification number should be populated when form is downloaded from Grants.gov. If not, enter the competition identification number as reflected in the Grants.gov Grant Application download page.

Block 14: Enter specific location of program activity, such as cities, counties, states, etc.

Block 15: Enter a brief, concise title describing the project

Block 16a: Enter the Congressional District in which the applicant’s main office is located

Block 16b: Enter all Congressional Districts affected by the proposed project, using two characters for the state name and three characters for the District number. For example, California’s 5<sup>th</sup> Congressional District should be entered as CA-005. If all Congressional Districts throughout the State are affected, enter “ALL” for the District *number*. In this case, the correct entry for California would be CA-ALL.

Block 17a: Enter anticipated start date for project

Block 17b: Enter 12 months from anticipated start date

- Block 18a: Enter the amount of Federal funding being requested. The Federal share of the grant 100 percent of the total project plan's cost
- Block 18b-f: Leave Blank
- Block 18g: Enter the total project plan's costs (same as Block 18a)
- Block 19: Check box c
- Block 20: Check the appropriate box. If the applicant is delinquent on any Federal debt, an explanation must be attached to the application, using the space provided on the last page of the application form.
- Block 21: Read the certification statement. You must check the "I AGREE" box if you wish to continue with the application process. Complete the information for the Authorized Representative. Fields marked with an "\*" are required. The last two boxes on the form, labeled 'Signature of Authorized Representative' and 'Date Signed' will be completed by grants.gov upon submission.

### **SF-424A INSTRUCTIONS:**

#### SECTION A – BUDGET SUMMARY

- Block 1a: Enter "FY 2011 New Entrant"
- Block 1b: Enter "20.218"
- Block 1e: Enter the Federal funding requested (as in Block 18a of the SF-424).
- Block 1f: Not applicable
- Block 1g: Enter the sum of Block 1e and Block 1f

#### SECTION B – BUDGET CATEGORIES

- Block 6: In Column (1), enter "FY 2011 New Entrant". Enter the appropriate amounts, as applicable, in lines a through k. The Section B Block 6k total must equal Blocks 1g and 5g in Section A. Note: Purchasing of capital improvements and equipment (i.e., land, property, simulators, etc.) are not eligible grant costs.
- Block 7: Not applicable

#### SECTIONS C – NON-FEDERAL RESOURCES

- Block 8a: Enter "FY 2011 New Entrant"
- Block 8b-d: Not applicable

#### SECTIONS D – FORECASTED CASH NEEDS

- Block 13: Forecast Federal cash needs for each quarter
- Block 14: Not applicable

#### SECTION E – *Not applicable*

#### SECTION F – OTHER BUDGET INFORMATION

- Line 21: Leave blank

Line 22: Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

The applicant should attach any supplemental information that it believes will support its FY 2011 New Entrant funding proposal. However, the applicant should limit the information provided to FMCSA to what is needed to evaluate the proposed project. Descriptions of problems and proposed solutions should not exceed ten pages in length unless they involve the most complicated of issues.

Budgets and other information in charts or spreadsheets should be preformatted for printing on standard copy paper.

### **Mandatory Attachment #1: New Entrant Program Narrative**

Each State requesting FY 2011 New Entrant funds must submit a performance based narrative.

The *New Entrant Program Narrative Template* has been created for FY 2011 New Entrant applicants and is available for download in the “FULL ANNOUNCEMENT” link at the top of the FY 2011 New Entrant Grants.gov Opportunity. The template is offered for the preparation of a performance based narrative. Following this format will ensure that the required or needed information is provided, enabling a fair and comprehensive evaluation of grant proposals.

This *New Entrant Program Narrative Template* is not all inclusive and may require additional information to incorporate your particular program objectives.

### **Mandatory Attachment #2: New Entrant Line-item Budget**

Each State requesting FY 2011 New Entrant funds must submit a line item budget.

The *New Entrant Line-Item Budget Template* has been created for FY 2011 New Entrant applicants and is available for download in the “FULL ANNOUNCEMENT” link at the top of the FY 2011 New Entrant Grants.gov Opportunity. The use of this template is not required, but applicants are strongly encouraged to use it to satisfy the required level of budgetary detail.

The *New Entrant Line-Item Budget Template* identifies in detail all New Entrant eligible expenses, including indirect costs (Ref: [2 CFR Part 225](#) (OMB Circular A-87)). Indirect costs proposed must be in direct support of a safety auditor’s ability to conduct *interstate* New Entrant safety audits.

To claim reimbursement for indirect costs, the applicant must have a currently approved indirect cost rate agreement established with the appropriate cognizant Federal agency. A copy of the most recent approved indirect cost rate agreement should be provided with the application.

## ***Section V: Application Review***

All New Entrant grant application packages are initially reviewed for eligibility and completeness. Each complete and eligible application will then be evaluated by a Technical Review Panel (TRP) based on the following factors:

- Prior performance – Completion of identified programs and goals per the project plan submitted under previous grants awarded to the applicant.
- Effective Use of Prior Grants – The applicant has demonstrated timely use of available funds in previous awards.
- Cost Efficiency – Applications will be evaluated and prioritized on the expected impact on safety relative to the investment of grant funds. Where appropriate, costs per unit will be calculated and compared with national averages to determine efficiency. In other areas, proposed costs will be compared with historical information to confirm reasonableness.
- Ability of the applicant to support the strategies and activities in the proposal for the entire project period of performance.
- Use of innovative approaches to address identified safety issues.
- Feasibility of overall program coordination and implementation based upon the project plan.

The TRP will also consider other objective and performance-based criteria that FMCSA deems appropriate, such as consistency with national priorities, overall program balance, and geographic diversity.

## ***Section VI: Award Administration Information***

Following final selection, all applicants will be notified of the panel's decision by their respective State's FMCSA Division Office. FMCSA expects to notify applicants within ninety (90) days of the submission deadline (subject to availability of funds) or as soon thereafter as administratively practicable.

### **Notifying Award Recipients**

Following the approval of the award recommendations by the Associate Administrator for Enforcement and Program Delivery, the respective State's FMCSA Division Office will notify award recipient of the decision and provide a Grant Agreement. FMCSA has standard terms and conditions that must be used with each award. These documents, along with a copy of the approved proposal and budget, comprise the grant agreement.

The Grant Agreement requires the recipient to:

- ✓ Carry out the provisions of the program as described in the application in a manner acceptable to FMCSA;
- ✓ Submit to FMCSA quarterly reports reflecting the progress of the work, describing the results, and the advancement toward the goals and objectives of the program as described in the application plan;

- ✓ Submit financial reports reflecting expensing to date;
- ✓ Maintain accurate and auditable records to support allowable costs incurred in accordance with (Ref: 2 CFR Part 225, (OMB Circular A-87)), “Cost Principles for State, Local, and Indian Tribal Governments”; and
- ✓ Submit the final claim within 90 days after the completion of the project.

The grant period of performance will begin upon execution of the grant documents; funds will remain available for expenditure through September 30, 2012.

### **Notifying Unsuccessful Applicants**

Applicants not selected for funding will receive written notification, and may request the return of their proposal by contacting their State’s FMCSA Division Administrator.

### ***Section VII: Agency Contact***

The New Entrant grant program is managed by:

United States Department of Transportation  
Federal Motor Carrier Safety Administration  
Associate Administrator for Enforcement and Program Delivery,  
Office of Safety Programs, State Programs Division

For more information related to this announcement or application submission, the applicant may contact the [FMCSA Field Office](#) in its State, or:

Art L. Williams  
Transportation Specialist  
Email (preferred): [arthur.williams@dot.gov](mailto:arthur.williams@dot.gov)  
Office: 202-366-3695  
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By Mail:  
FMCSA  
1200 New Jersey Ave, SE  
Washington, DC 20590  
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### ***Section VIII: Other Information***

FMCSA Website: [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)