

UNITED STATES DEPARTMENT OF TRANSPORTATION
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION
Fiscal Year 2012

COMMERCIAL MOTOR VEHICLE OPERATOR SAFETY TRAINING
Grant Opportunity and Application Instructions

Section I: Funding Opportunity Description

The Federal Motor Carrier Safety Administration (FMCSA) announces the availability of Commercial Motor Vehicle Operator Safety Training (CMVOST) grant funding as authorized by Section 4134 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy of Users (SAFETEA-LU). This authorization directed FMCSA to establish the CMVOST grant to support quality training for CMV operators. The anticipated recipient of these grant funds are community colleges and truck driver training schools. Because driver behavior was identified as the most prominent cause of truck crashes, these funds will continue to help the Agency achieve its goal of reducing large truck and bus related fatalities by supporting CMV operator training.

Since FY 2006, FMCSA has funded an average of nine CMVOST grants annually, ranging in amount from \$30,000 to \$220,000. The CMVOST grant program has two specific goals:

1. Expand the number of Commercial Driver's License holders possessing enhanced operator safety training in order to reduce the severity and number of crashes on U.S. highways involving commercial motor vehicles; and
2. Assist economically distressed regions of the U.S. by providing workforce training opportunities for qualified individuals to become commercial motor vehicle operators.

The Agency will inform applicants if new authorizing legislation changes its grant programs for FY 2012.

Section II: Award Information

For FY 2012, FMCSA anticipates awarding between 8 to 12 grants for a total of \$1 million in CMVOST grant awards to eligible applicants that offer CMV training meeting the purposes described in Section I.

Grant funds will remain available for expenditure for approximately 12 months after the date of execution. FMCSA reimburses up to 80 percent of eligible costs; recipients must provide a 20 percent match.

FMCSA will award grants to qualified applicants in accordance with criteria established by the Agency to address FMCSA's priority areas for increasing driver emphasis and training to meet the Agency's long term safety goal (see Section V).

Section III: Eligibility Information

Eligible applicants include:

- State, local, and Federally-recognized Native American Tribal Governments;
- Accredited post-secondary educational institutions (public or private) such as colleges, universities, vocational technical schools, associations, and truck driver training schools that are accredited and recognized by the U.S. Department of Education.

Note: Individuals are not eligible for this grant. Priority is given to applicants serving economically distressed regions of the U.S.

The CMVOST grant program is a reimbursable grant program. FMCSA will reimburse up to 80 percent of eligible costs, and recipients are required to provide a 20 percent match of the total program cost. *Applications that fail to fully document their intent and ability to provide the matching funds will not be considered.*

All reimbursable items *must* be necessary, reasonable, allocable, and allowable to accomplish the goals of the program. Additional information can be found in 49 CFR Part 18 and/or 49 CFR Part 19 (depending on the type of grantee) and in 2 CFR Part 220 (Cost Principles for Educational Institutions, Office of Management Budget (OMB) Circular A-21), and/or 2 CFR Part 225 (Cost Principles for State, Local, and Indian Tribal Governments, OMB Circular A-87) and/or 2 CFR Part 230 (Cost Principles for Nonprofit Organizations, OMB Circular A-122). The eligibility of specific items is subject to review by the FMCSA.

Section IV: Application and Submission Information

All CMVOST grant applications *must* be submitted electronically through Grants.gov at http://grants.gov/applicants/apply_for_grants.jsp by 11:59 P.M., Eastern Time (ET), on Monday, December 5, 2011. Applications received after this time will be considered if funds remain available after the review process is complete for timely applications.

To apply, the applicant *must* first complete the Grants.gov registration process. To register, go to http://www07.grants.gov/applicants/get_registered.jsp and follow the instructions found on the Grants.gov “Get Registered” website. The registration process can as long as four weeks; please plan accordingly.

The Catalogue of Federal Domestic Assistance (CFDA) number for this grant is 20.235.

Application Package – Standard Forms

All CMVOST applications for FY 2012 *must* include the following standard forms:

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. Key Contacts Form

5. SF-GG, Grants.gov Lobbying form
6. *If applicable*, SF-LLL, Disclosure of Lobbying Activities
7. Attachment form (used to submit required additional or supplemental information)

SF-424 Instructions

- Block 1: Check “Application”
- Block 2: Check “New”
- Blocks 3, 4, 5, 6 & 7: Leave blank
- Block 8a: The legal name of the entity to which the award will be made and whose name will appear on grant documents if funds are awarded.
- Block 8b Employer/Taxpayer Identification Number (EIN/TIN); this number must be 9 digits long; hyphens are optional.
- Block 8c Organizational DUNS; this number must be at least 9 digits long, and may or may not include four ‘placeholder’ zeroes. For example, you may enter your DUNS number as either 123456789 or as 1234567890000 – either is correct; hyphens are optional.
- Block 8d Enter the address that will be appear on grant documents if funds are awarded; do not use a PO Box number; enter an actual street address.
- Block 8e This field is optional and should be used to clarify the applicant’s legal name, if necessary. For example, if the legal name shown in Block 8a is “State of X”, you should use these fields to add additional organizational information, such as “Department of Transportation” or “Division of State Police” or “Office of Commercial Vehicle Enforcement”, and so forth.
- Block 8f Enter the point of contact that should have actual knowledge of the program/project being applied for.
- Block 9: Select appropriate “Applicant Type” from drop-down menu.
- Blocks 10 – 13: These fields will be populated automatically.
- Block 14: Enter “Statewide” or the specific location of program activity, if known.
- Block 15: Enter a brief, concise title describing the type of project type.
- Block 16a: Enter the two-digit Congressional District in which the applicant’s main office is located.
- Block 16b: Enter all Congressional Districts affected by the proposed project. If all Congressional Districts throughout the State are affected, enter “ALL” for the District number.
- Block 17a: Enter anticipated start date for project, *which cannot be later than 09/30/2012*.
- Block 17b: Enter 12 months from the anticipated start date.
- Block 18a: Enter the amount of Federal funding being requested.

- Block 18b - f: Enter the amount of matching funds, as appropriate by source.
NOTE: FMCSA will reimburse up to 80 percent of the eligible participating costs.
- Block 18g: Enter the project's total estimated eligible costs, which is the sum of Block 18a – f.
- 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 2012 CMV Operator Safety Training".
- Block 1b: Enter "20.235".
- Block 1e: Enter the Federal funding requested (as in Block 18a of the SF-424).
- Block 1f: Enter the matching funds (as in Block 18b - f of the SF-424).
- Block 1g: Enter the sum of Block 1e and Block 1f (as in Block 18g of the SF-424).

Section B – Budget Categories

- Block 6: In Column (1), enter "FY 2012 CMV Operator Safety Training." In sections a – k, enter the appropriate amounts, as appropriate.

Sections C – Non-Federal Resources

- Block 8a: Enter "FY 2012 CMV Operator Safety Training".
- Block 8b - d: Enter match amount, as appropriate.

Section D – Leave this section blank

Section E – Leave this section blank

Section F – Other Budget Information

- Line 21: Enter estimated direct costs as described in the *CMV Operator Safety Training*.
- Line 22: Enter estimated indirect costs based on indirect cost rate approved by the cognizant federal agency.

NOTE: To claim indirect costs, the applicant organization must attach the most recent approved indirect cost rate agreement established with the cognizant Federal agency.

Key Contacts Form Instructions

Each applicant must submit a Key Contacts Form as part of their application for FMCSA grants. The form should be filled in completely. All fields marked with and with asterisk symbol are mandatory (i.e., *). Please use the following instructions when completing the Key Contacts Form:

Applicant Organization Name: In the “Applicant Organization Name” field at the top of the Key Contacts Form, please use the same organization name used in the SF-424.

Contact 1 Project Role: For Contact 1 Project Role, please include the contact information for the person in the organization who is authorized to sign the grant agreement on behalf of the organization. This individual is typically the head of the organization or a designee (ex: Colonel, Director, Commissioner, etc).

Contact 2 Project Role: In Contact 2 Project Role, please provide the contact information for the person in your organization who will have daily oversight over implementing the program. This role is typically performed by the project/program manager (ex: Unit Commander, Project Coordinator, etc.).

Contact 3 Project Role: For Contact 3 Project Role, please provide the contact information for the person responsible for monitoring grant program finances. This individual should be able to provide clarification on financial information such as budget details, Single Audits, invoice support documentation, and so forth. This role is typically performed by a grant, finance, or administrative/program specialist.

Additional contact information may be provided at the discretion of the applicant.

Mandatory Attachment #1: Program Narrative

In addition to the required standard forms, the application must include attachments, consisting of a maximum of one page summarizing each of the following topics:

- ***Scope of Project / Purpose.*** Describe the current educational requirements to enroll in training at the applicant’s location and note accreditation credentials. Also explain the type of curricula available (for both new drivers and/or enhanced training, as applicable). If both new drivers and current drivers are to be trained, distinguish the difference in the curricula in the narrative.
- ***Goals / Objectives.*** Explain how the applicant will meet the two goals of the CMVOST grant. Also include a plan for the implementation of the CMVOST grant program.
- ***Line-Item Detailed Budget.*** The budget is a substantive component of the application. The budget identifies all proposed project costs (direct and indirect costs), including required matching funds. ***To claim indirect costs, the applicant organization must attach the a valid indirect cost rate agreement approved by the entity’s cognizant Federal agency.***

Both cash and in-kind contributions are eligible as matching funds. (Refer to 49 CFR Part 18 and/or 49 CFR Part 19 (depending on the type of grantee) for more information related to acceptable matching and cost sharing.) The budget must include a description of the eligible activities being supported by funding as reflected in Section B of the SF-424a. Indirect, equipment, and contractual costs, if any, must be described. The detailed budget must also include:

- Number of Drivers to be trained (new drivers and / or current drivers to receive enhanced training, as applicable); and
- Cost of training per Student (also broken down for new drivers and / or current drivers to receive enhanced training, as applicable).
- ***Monitoring and Evaluation Plan.*** Include a plan for how the applicant will measure progress of the training program. At minimum, the plan must include the following performance measures:
 - Number of students who enroll in the training program;
 - Number of students trained as CMV operators; and
 - Number of students that have been successfully placed in the transportation industry as CMV operators.

Mandatory Attachment #2: FMCSA Administrative Capability Questionnaire

Every applicant must submit a completed and signed *FMCSA Administrative Capability Questionnaire*. (Select the version appropriate for your organization.) Both the State/Local and the University/Non-Profit versions of the FMCSA Administrative Capability Questionnaire are available for download in the “FULL ANNOUNCEMENT” link at the top of the FY 2012 CMV Operator Safety Training Grants.gov opportunity.

Section V: Application Review

All application packages are initially reviewed for eligibility and completeness. Applications received without the complete set of required forms will be not be evaluated. All required forms necessary to submit a complete application are available for download and on www.grants.gov. Each complete application from an eligible recipient will then be evaluated by a Technical Review Panel (TRP), based on, at a minimum, the following six (6) criteria:

1. Is the applicant an accredited training institution or institution of higher education?
2. Does the applicant have a valid training program?
3. Does the applicant serve an economically distressed area?
4. Does the applicant target the unemployed and underemployed?
5. Does the applicant provide job placement opportunities for the drivers?
6. Does the applicant have a monitoring and evaluation program in place?

In addition, 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. Preference will be given to proposals that demonstrate:

- ability of the applicant to support the strategies and activities in the proposal for the entire project period of performance;
- cost per student trained;
- feasibility of overall program coordination and implementation based upon the project plan; and,
- commitment to monitoring and evaluating results to facilitate improved performance.

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 Administrator. FMCSA expects to notify applicants within ninety (90) days of the submission deadline, and to release awards as soon thereafter as is administratively practicable, subject to availability of funds.

Notifying Award Recipients

Following the approval of the award recommendations, the Awardee will receive a Notice of Grant Agreement (NGA) directly from the FMCSA grants management platform, Grant Solutions. (Grantees will automatically be assigned a user account in Grant Solutions by the system.) Once established as a user in Grant Solutions, the Awardee will be notified by the system when the NGA is awaiting acceptance and ready for signature.

Grantees must agree to the FMCSA Financial Assistance Agreement General Provisions and Assurances in order to execute the grant agreement. These provisions require, among other things, submission of quarterly financial and performance progress reports.

Notifying Unsuccessful Applicants

Applicants not selected for funding will receive written notification.

Section VII: Agency Contact

For more information related to this announcement or application submission, the applicant may contact the program manager:

Art L. Williams, Transportation Specialist
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Office telephone: 202-366-3695
Office Fax: 202.366.7908

By mail:
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