

UNITED STATES DEPARTMENT OF TRANSPORTATION
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION
Fiscal Year (FY) 2012 – SAFETY DATA IMPROVEMENT PROGRAM GRANTS
[Application Instructions](#)

Section I: Funding Opportunity Description

The Federal Motor Carrier Safety Administration (FMCSA) provides financial assistance through the Safety Data Improvement Program (SaDIP) grant program to State government agencies involved in the collection, analysis and reporting of large truck and bus crash and inspection data reported by the States to FMCSA. The FMCSA anticipates \$3 million in FY2012 SaDIP funding will be available for award to support State programs designed to improve the overall quality of commercial motor vehicle (CMV) data and specifically to improve the timeliness, efficiency, accuracy and completeness of State processes and systems used to collect, analyze and report large truck and bus crash and inspection data. The FMCSA will inform applicants if new authorizing legislation changes its grant programs for FY 2012.

Priority will be given to performance-based proposals that are concise and that address a specific deficiency in the State's ability to report high-quality data. States may also submit applications that are more general in nature and that propose innovative strategies to improve statewide CMV data collection processes and systems.

SaDIP applications must address the FMCSA [State Safety Data Quality \(SSDQ\)](#) map, which reflects the performance of State crash and inspection data as measured by the accuracy, timeliness and completeness of the large truck and bus crash and inspection data reported to FMCSA. Ratings are updated quarterly, and individual State performance is portrayed through a color-coded rating system based on overall performance: Green (good performance), Yellow (fair performance), and Red (poor performance). Priority will be given to proposals received from States rated Yellow and Red on the SSDQ Map.

Examples of uses for funding may include, *but are not limited to*:

- hiring staff to manage data quality improvement programs;
- hiring staff to code and enter CMV safety performance data;
- revising outdated crash report forms;
- developing software to transfer data from the State repository to SAFETYNET;
- purchasing software for field data collection and data transfer;
- data quality initiatives designed to support the Compliance, Safety, Accountability (CSA) intervention strategies; or
- projects designed to improve the overall quality of the FMCSA MCMIS Census data.

Section II: Award Information

SaDIP is a discretionary, competitive program offering reimburseable grants. For FY 2012, the amount of available funding will be \$3 million. There is no mandatory floor or ceiling for these awards, which typically range in size from \$100,000 to \$500,000. SaDIP grants are funded for up to 80% of the total project cost; a 20% match is required. Matching funds can be either cash or in-kind contributions.

FMCSA strongly encourages all applicants to submit their applications well in advance of the deadline. **The FMCSA will initially consider funding for applications submitted on or before the deadline of 11:59 P.M. (EST) on October 31, 2011. After each of those applications has been reviewed, applications submitted thereafter will be considered on a case-by-case basis, if funds remain available.**

SaDIP funds will be awarded, at the discretion of the FMCSA, to State agencies, including the District of Columbia, the Territories of American Samoa, Guam, the U. S. Virgin Islands, the Commonwealth of Puerto Rico, and the Commonwealth of the Northern Mariana Islands.

Please note that individuals and business entities are not eligible to apply. To apply for SaDIP funds, a State government agency *must* comply with the eligibility requirements stipulated in Section 4128 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Pub. L. 111-147, 124 Stat. 71 (2010); Pub. L. 109-59, 119 Stat. 1144 (2005):

A State shall be eligible for a grant under this section in a fiscal year if the Secretary determines that the State has (1) conducted a comprehensive audit of its commercial motor vehicle safety data system within the preceding 2 years; (2) developed a plan that identifies and prioritizes its commercial motor vehicle safety data needs and goals; and (3) identified performance-based measures to determine progress toward those goals.

SaDIP grant applications cannot duplicate State applications for MCSAP High Priority funding. States may, however, apply for SaDIP grant funds to support data quality projects that complement other data quality projects funded in part by Basic/Incentive or High Priority grant funding.

The Federal share of a SaDIP grant shall be 80 percent of the cost of the activities for which the grant is made; recipients are required to provide a 20 percent match.

Funds are awarded in accordance with the provisions of [49 CFR Part 18](#) and [2 CFR Part 225](#) (supersedes OMB Circular A-87). All reimbursable items *must* be necessary, reasonable, allocable, and allowable under this part. Acquisitions of real property, land, or buildings are NOT eligible expenses under the SaDIP grant program. The eligibility of specific items is subject to review by the FMCSA. Both direct and indirect costs are eligible for reimbursement. Examples of direct costs include:

- i. Personnel expenses, including recruitment and screening, training, salaries and fringe benefits, and supervision.
- ii. Equipment and travel expenses, including per diem.
- iii. Expenses related to data acquisition, storage, and analysis that are specifically identifiable as program-related to develop a data base to coordinate resources and improve efficiency.
- iv. Clerical and administrative expenses, to the extent necessary and directly attributable to State Safety Data Quality (SSDQ) activities.

Indirect costs are expenses incurred for a common or joint purpose benefiting more than one cost objective, to the extent they are measurable and recurring. Common examples include rent and overhead. NOTE: an application containing indirect costs in its proposed project budget must be accompanied by either the indirect cost rate negotiated agreement approved by the cognizant Federal agency or a copy of the request for such rate.

Section IV: Application Requirements

The FMCSA utilizes Grants.gov as the primary tool for accepting all grant program applications, including SaDIP applications. All FY 2012 SaDIP applications must be submitted electronically through this site (www.grants.gov) and are considered public information available for release upon award.

To apply, the applicant must complete the Grants.gov registration process. To start registering, follow the instructions found on the Grants.gov “Get Registered” website. The registration process can take 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 20.234.

FMCSA strongly encourages all applicants to submit their applications well in advance of the deadline. The FMCSA will initially consider funding for applications submitted on or before the deadline of 11:59 P.M. (EST) on October 31, 2011. After each of those applications has been reviewed, applications submitted thereafter will be considered on a case-by-case basis, if funds remain available.

States should submit only one (1) SaDIP grant application per announcement. FMCSA encourages State agencies to submit projects with dynamic project plans requiring collaboration between State and local highway safety and law enforcement community stakeholders. A single organization within any State may not have all of the required data capabilities to support the SSDQ program in the State. This grant program may require collaboration among the data owners, data collectors and data processors to achieve the program objectives. It is envisioned that the grantee agency may need to actively involve several parties in the development of the formal application.

The **project narrative**, described in further detail below, should demonstrate methods to improve collaborative agreements with the data owners, data collectors, and data processors to facilitate the success of the SSDQ program in the applicant's State. For projects requiring coordination and collaboration across State agencies, the applicant must indicate whether the proposed project will be governed by an established cooperative agreement or memorandum of understanding (MOU) or if a new formal agreement will be established between the agencies proposed in the State's application. The **performance monitoring and implementation schedule** for collaborative projects must include the task of developing a formal, written agreement delineating the administrative requirements of the project, such as reporting and roles and responsibilities, to be signed by all stakeholders with a key role in the successful and timely implementation of the grant funded project.

Applicants should also notify their FMCSA State Division Administrator (DA) of their intention to prepare an application for FY2012 SaDIP grant funds.

Application Package – Standard Forms

All SaDIP applications for FY 2012 must include the following forms:

1. SF-424, Standard Application for Federal Assistance
 - Block 8f: *The point of contact should be able to respond to both administrative and technical questions.*
 - Block 18c: *Enter the amount of State matching funds.*
2. SF-424A, Budget Information for Non-Construction Programs

The sections/blocks listed below *must* be completed:

- Block 1a: *Enter “FY 2012 Safety Data Improvement Program Grant”*
 - Block 1b: *Enter “20.234”*
 - Block 1e: *Enter the Federal funding request for the project (must be equal to Block 18a on SF-424)*
 - Block 1f: *Enter the State matching funds, as appropriate for project activities (must be equal to Block 18c on SF-424)*
 - Block 1g: *Sum of Block 1e and Block 1f (must be equal to Block 18g on SF-424)*
 - Block 6: *Enter the appropriate amounts, as applicable, in lines a through h. The total amount entered, and shown in Block 5k, must equal the amount shown in Block 1g (and Block 18g on the SF-424)*
 - Block 21: *Enter the total amount of Direct Cost identified in the applicants attached line-item budget (see “[Mandatory Attachment #2](#)” below)*
 - Block 22: *Enter the total amount of Indirect Costs, if applicable, (equal to the application attach line-item budget –see “[Mandatory Attachment #2](#)” below)*
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. Key Contacts Form

7. Attachments -

Applicants must include Mandatory Attachment 1: *Project Narrative*, Mandatory Attachment 2: *Line-Item Budget* using this form, and Mandatory Attachment 3, the *FMCSA Administrative Capability Questionnaire*. A detailed description of these attachments is provided below.

Supplemental information, including but not limited to graphics such as maps or project Gantt charts that the applicant deems necessary to support the proposal should also be attached as part of the Project Narrative.

Mandatory Attachment #1: Project Narrative

The suggested elements of a well-constructed *project narrative* are described below.

- 1 The *problem statement* should discuss the applicant's understanding of its State's performance against the SSDQ Measures. The applicant should identify specific program deficiencies or areas where changes to the State's current data collection, analysis and reporting processes may result in significant improvements in the State's performance against the SSDQ Measures, as represented on the SSDQ Map.
- 2 The *project goals and performance objectives* describe priority activities and related outcomes that the applicant intends to accomplish during the funding period, as well as identify the beneficiaries of the proposed project. The objectives defined in the State's proposal should support both the SSDQ program objectives and FMCSA's mission.
- 3 The *project plan* explains how the State intends to meet the objectives and thereby resolve or prevent the concerns identified in the *problem statement*. All proposed tasks should be presented in a logical order and must describe how they directly relate to the *performance objectives*.
- 4 The narrative *must* identify any *resources* the applicant will make available to support the proposed project, as well as any resources the applicant has requested grant funds for.
- 5 The applicant *must* include a *project performance monitoring and implementation schedule*. This section of the project narrative should clearly describe how the applicant will monitor and track their progress towards the *project performance objectives* and identify the major milestones for the project. The *implementation schedule* should identify target dates for meeting each project milestone.
- 6 The narrative *must* identify a *lead Agency for the proposed project* and *should introduce the proposed project staff*. The introduction of the proposed project staff should consist of a biographical sketch of the *project director* as well as any *task*

- leaders* (if applicable) who will be working on the project, including their relevant experience and qualifications for the proposed project.
- 7 The program narrative *should* provide an overview of the organization of the project team. This section should briefly describe the role of the lead Agency, as well as describe how the lead Agency plans to collaborate with other key SSDQ stakeholders in the State throughout the performance of the project. The organizational overview should *establish* the qualifications of the organization seeking the funds and may include such information as a statement of legal basis, prior record of achievement, and any indication of cooperative relationships with other organizations involved in SSDQ activities in the State.
 - 8 The *budget narrative must* explain/justify the direct costs included in Applicant's line-item budget. The budget narrative should discuss the necessity and reasonableness of all proposed costs.

Mandatory Attachment #2: Line-item Budget

In addition to the project narrative, the other substantive portion of the application is the budget. The budget identifies all proposed project costs (direct and indirect costs), including matching funds required. Both cash and in-kind contributions are eligible as matching funds. Refer to [49 CFR Part 18.24](#) for more information related to acceptable matching and cost sharing.

A State may meet the required State-match through the *in-kind contribution of goods and services*. In-kind contributions must be included in the approved budget and must be verifiable from the grantee's records. The following conditions also apply to in-kind contributions used to meet the State-match requirement:

- The contributions must be necessary and reasonable for the completion of the proposed project and must be measurable;
- The contributions must be allowable under the appropriate cost principles; and
- The contributions *must not* be drawn from another Federal grant award or the matching funds required for that award.

Items that may be included in the budget as *direct costs* are:

- salaries and wages of the personnel associated with the project, including those of research assistants (graduate students, usually), fringe benefits such as contributions to employee benefits (e.g. social security, pension funds), and the amount of time their personnel will spend on the project;
- equipment, indicating whether it will be purchased or leased;
- materials and supplies;
- publication costs and document dissemination;
- travel, if it is related directly to project objectives (applicants should include information such as places to be visited, the purpose, and anticipated dates of travel);
- consultant services;

- items such as computer services, if not included as part of the indirect costs; and contract and/or sub awards.

Mandatory Attachment # 3: FMCSA Administrative Capability Questionnaire for State and Local Governments

Every applicant must submit a completed and signed FMCSA Administrative Capability Questionnaire. This form is available for download in the “FULL ANNOUNCEMENT” link at the top of the FY 2012 SaDIP Grants.gov opportunity.

Key Contacts Form Instructions

Each applicant must submit a Key Contacts Form as part of its application for FMCSA grants. The form should be filled in completely. All fields marked with and with asterisk symbol (*) are mandatory. 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: For Contact 2 Project Role, please provide the contact information for the person in your organization who will have daily oversight of 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.

Section V: Application Review

Initially, all application packages will be reviewed to confirm applicant eligibility and to ensure the application contains all of the required forms and sections outlined in the application instructions. Each complete application from an eligible recipient will then be evaluated by a technical review panel based on the following factors:

- I. Eligibility
Per the eligibility requirements stipulated in Section 4128 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Pub.

L. 111-147, 124 Stat. 71 (2010); Pub. L. 109-59, 119 Stat. 1144 (2005) a State shall be eligible for a grant under this section in a fiscal year if the Secretary determines that the State has:

- (1) Conducted a comprehensive audit of its commercial motor vehicle safety data system within the preceding 2 years; **and**
- (2) Developed a plan that identifies and prioritizes its commercial motor vehicle safety data needs and goals; **and**
- (3) Identified performance-based measures to determine progress toward those goals.

Note: Failure to affirmatively demonstrate the achievement of any of these requirements will result in the application being disqualified.

II. Technical Proposal Evaluation

Criterion 1 - Goals and Objectives

This criterion will be scored on the degree to which the applicant demonstrates an understanding of the SSDQ program. The project performance objectives identified by the applicant should be linked to an implementation schedule and should be action-oriented, measurable, and achievable. Specifically, the applicant should include clearly defined performance measures for monitoring improvement in the quality of State-reported safety data.

Criterion 2 – Proposed Approach and Resources

This criterion will be scored on the strength of the applicant's proposed resources and the approach used to address the goals and objectives of the State Safety Data Quality Program. Applicants are encouraged to review the current list of FMCSA studies that address State truck and/or bus data quality as it relates to completeness, timeliness, accuracy, and consistency. If a study relates to the applicant's State, address the study's conclusions in the application.

Criterion 3 - Feasibility and Effectiveness

This criterion will be scored on the degree to which the applicant provides an approach that is likely to result in an improvement in the accuracy, timeliness, completeness, and consistency of the State's safety data relative to the State's current baseline, the identification of potential implementation barriers and proposed plans for mitigating or eradicating those barriers, and the extent to which the applicant's approach will result in a marked improvement to the SSDQ Map, nationally, based on the accuracy, timeliness, completeness and consistency of the State-reported data.

III. Cost Proposal Evaluation

Criterion 1 - Cost Effectiveness

Cost estimate is commensurate with the volume of records to be improved. Cost estimate will result in continued improvement beyond implementation of the grant

funded project and/or will result in sustaining the higher quality of State reporting of safety data. Financial resources are distributed in an efficient and effective manner.

IV. Other Criteria

Successful application processing depends upon the completeness and accuracy of the information provided which will be taken into account when awarding grants. The technical review panel will also consider other objective and performance-based criteria that FMCSA deems appropriate, such as consistency with national priorities 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 Administrator. FMCSA expects to notify applicants within ninety (90) days of the submission deadline or as soon thereafter as administratively practicable, subject to availability of funds.

Notifying Award Recipients and Unsuccessful Applicants

Following the approval of the award recommendations, the Awardee will receive a Notice of Grant Agreement (NGA) directly from the FMCSA grants management system, Grant Solutions. First-time Grantees will automatically be assigned a user account in Grant Solutions by the system. Once established as an authorized user in Grant Solutions, the Awardee will be notified by the system when the NGA is awaiting acceptance and ready for signature. FMCSA expects to enter into grant agreements no later than 90 days from the date the application is due. Applicants not selected for funding will receive written notification.

Section VII: Agency Contact

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

For questions on:

administrative process/procedure:
Ms. Cim Weiss
SaDIP Administrative Program Manager
Email (preferred): cim.weiss@dot.gov
Office: 202-366-0275

technical/programmatic issues:
Ms. Betsy Benkowski
SaDIP Technical Program Manager
Email (preferred): betsy.benkowski@dot.gov
Office: 202-366-5387