

United States Department of Transportation

Federal Motor Carrier Safety Administration

Fiscal Year 2010 – Commercial Driver's License Information System Modernization Grants Program Announcement and Submission Instructions

Thank you for your interest in the Fiscal Year 2010 (FY 2010) Commercial Driver's License Information System (CDLIS) Modernization Grants. This document will assist you by providing important information about the CDLIS grant program, including the FY 2010 program priorities and critical information related to preparing and submitting a grant application.

The submission requirements and instructions have changed for FY 2010. **Please** review this **entire** document before submitting an application through Grants.gov.

Section I – Funding Opportunity Description

The Federal Motor Carrier Safety Administration (FMCSA) announces the availability of Commercial Driver's License Information System (CDLIS) modernization grant funding as authorized by Section 4123 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). This act establishes a program for modernizing CDLIS, including adding additional security features, upgrading the communications network, integrating medical certificate information, improving self-auditing and expanding the system's capability to exchange information. The FMCSA will award up to \$8,000,000 to applicants under this grant announcement (subject to the availability of funds).

The goal of this grant program is to assist States in making changes to their licensing systems to incorporate the new CDLIS specifications released in June 2009 (current version is 5.0.0). This includes the following projects, which serve as the national priorities under this announcement:

1. Improvement of Central Site Data Quality

States may apply for funds to assist in locating and correcting:

- pointers that exist at the Central Site but no data is present at the State;
- no pointer exists at the Central Site but data is present at the State;
- mismatches between Central Site and State data.

2. Improvement in the Management of the Change State of Record (CSOR) Process

States may apply for funds to assist in correcting errors in:

- history data;
- mismatches between the Central Site and the State data;
- data not reported to the Central Site.

3. Integration of the Medical Certificate into the CDL Driver History Record

State may apply for funds to assist in storage of information on the CDLIS driver history record that is relevant to the medical certificate (including the date of exam, medical examiner's name,

medical examiner's license number, etc). This also includes storing the SPE and exemption/waiver effective and expiration dates; and the "V" restriction.

4. Implementation of Federal information technology security standards

States may apply for funds to assist in compliance with applicable Federal information technology security standards. This includes encryption of data and communication networks, physical security of critical areas, and various other measures.

5. Name Expansion

States may apply for funds to assist in expanding the data field size for driver names as required by the CDLIS specifications.

6. Structured Testing

Applicants may apply for funds to assist in the structured testing of State systems beginning December 2010 and lasting until the implementation deadline of January 30, 2012.

7. Other Programming Requirements

This includes any other general programming that the State or other organizations must do to comply with CDLIS 5.0.0 (or later) specifications. **Note:** this does not include general programming to achieve compliance with 49 CFR Parts 383 and 384. Those types of projects are covered by CDL Program Improvement Grants (CFDA Number 20.232).

Allowable costs under the CDLIS modernization grant awards include, but are not limited to expenses for computer hardware and software, publications, testing, personnel, training, and quality control. Grants made under this program may not be used to rent, lease, or buy land or buildings.

Section II – Award Information

FMCSA expects to award as many as 25 CDLIS grants to States (including the District of Columbia) or organizations in FY 2010, with award amounts generally ranging from \$5,000 to \$500,000.

FMCSA expects to announce awards within ninety days of the submission deadline (subject to the availability of funds). The grant periods of performance will begin no earlier than the award date of the funds and will be determined by the project plan submitted with the application.

Section III – Eligibility Information

Agencies in each State (including the District of Columbia), and other organizations, responsible for the development, implementation, and maintenance of State's CDLIS programming and the CDLIS Central Site are eligible to apply for grant funding. Priority funding will go to those States that did not receive grant funds under this program in FY 2008 or FY 2009.

The Federal share of the funds under this grant program, as established by SAFETEA-LU, may not be for more than 80 percent of the project costs. The applicant must provide 20 percent of the project costs as a matching requirement. When determining these matching costs, the applicant may include in-kind contributions, including expenses related to the maintaining of CDLIS Master Pointer Records. Note: matching funds should be calculated as 20 percent of the total project costs, not 20 percent of the requested Federal funds. Applications that do not properly indicate matching State funds will be returned for revision. This delay may result in a lack of available grant funds when the corrected application is returned for review.

State applicants must meet the following three conditions if a CDLIS Modernization grant is awarded:

- assume responsibility for adopting and administering State safety laws and regulations that are compatible with the Federal CDL requirements (49 CFR parts 383 and 384); **the Secretary of Transportation may make a grant to a State under this program ONLY if it complies with the requirements of 49 USC 31311;**
- complete structured testing and complete full implementation of all programming changes necessary to achieve compliance with the CDLIS specifications no later than January 30, 2012;
- prepare and submit to FMCSA quarterly performance and financial reports on project progress, status, and expenditures on forms as designated by the Agency.

Section IV – Application and Submission Information

The FMCSA utilizes Grants.gov (www.grants.gov) as the primary tool for accepting discretionary grant applications. Except as described below, all FY 2010 CDLIS applications must be submitted electronically through this site.

The Catalog of Federal Domestic Assistance number for this grant is 20.238.

All applications must be submitted through Grants.gov, except as described below, by 11:59 P.M. (EST) on November 15, 2009. Applications received after this time will be considered if funds remain available after the review process for timely applications. Due to unforeseen connectivity or technical issues associated with online submission, FMCSA strongly encourages all applicants to submit their applications well in advance to allow for additional time if needed.

If the designated grant official from 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 Section VII of this notice if assistance is required.

States should submit only one CDLIS grant application package through Grants.gov for FY 2010. However, if the State is requesting funds for several large and diverse sub-projects, each major sub-project may be submitted as a separate attachment within the single application package.

All CDLIS MODERNIZATION Grant applications for FY 2010 must include the following forms as provided in Grants.gov:

1. SF-424 Standard Application for Federal Assistance

This is the standard application form for all requests for Federal assistance. When completing Section F, please ensure that the individual listed as point of contact will have actual knowledge of the project applied for and can answer relevant questions.

2. SF-424A Budget Information for Non-Construction Programs

This is a standard budget form for requests for Federal assistance. On page 1, the applicant may indicate up to 4 sub-projects requested. The applicant should clearly indicate the title of each project in the provided boxes of Column A. Because there are State-matching requirements for CDLIS Modernization grants, please indicate the requested Federal amount in Column E and the appropriate 20% match of State funds in column F (note: columns C and D can be left blank).

On page 1A, please clearly indicate the 4 projects listed on page 1 in Columns 1-4 and then fill in the appropriate object class categories for each project in rows A-K.

Please complete the remaining pages as appropriate. If the applicant feels that an additional budget worksheet is necessary to further explain estimated costs, please attach a budget document to the Attachments Form (#6 below). Any attached budget should be pre-formatted to be printed on standard, letter-sized paper (already in PDF format is preferable). If the applicant attaches budget worksheets for multiple projects under the same grant application, each project should be clearly distinguished in the document.

3. SF-424B Assurances for Non-Construction Programs

This is a standard assurances form associated with accepting Federal assistance funds. This assurances document indicates that the applicant-agency is in substantial compliance with various programs, regulations, and Federal laws. This document should not be completed without confirmation from the appropriate agency or State official that the applicant-agency is indeed compliant. The FMCSA and other applicable Federal agencies reserve the right to request further information and/or conduct an audit to confirm compliance as indicated on this form, as provided for in the United States Code or the Code of Federal Regulations.

4. Grants.gov Lobbying Form

This form requests information related to the lobbying activities of the applicant. Depending on the responses provided, the applicant may also be required to complete an SF-LLL Disclosure of Lobbying Activities Form.

6. Attachment form

This document can be used to submit supplemental attachments to the grant application.

Other Supplemental Information

The applicant should attach any supplemental information that it believes will support the proposal. However, the applicant should limit the information provided to FMCSA to what is

needed to evaluate the proposed projects. Descriptions of problems and proposed solutions should not exceed several pages in length unless they involve the most complicated of issues.

So that FMCSA may conduct a fair and comprehensive evaluation of the grant proposal, applicants are **strongly encouraged** to consider the following:

- When requesting assistance for more than one project, discuss each project individually. Provide a clear and concise problem statement, proposed solution, explanation of the resources necessary to achieve the desired results, and expected timeline for project A, then repeat the same for project B and so on, keeping all relevant information separated by project. By making clear distinctions, FMCSA is able to fully evaluate the merits of each project individually.
- While a comprehensive budget is permitted, individual projects must have a clear budget total that can be distinguished from other projects. These budgets should be included in the individual sections described above. Applicants **SHOULD NOT** provide budget forms that group expenses from all projects according to its own internal budget categories (personnel, programming, contracting, etc). This broad categorization of expenses is not helpful to application reviewers and can lead to a delay in grant awards while clarifying information is requested.
- Fringe benefits should not be a separate expenditure category. Personnel costs requested should include fringe benefits.
- When preparing an application package, applicants should not save each application section as an individual document. Rather, all information relating to a single project request should be included in one document attached to the application package. Multiple project requests can also be included in a single document provided they are clearly distinguished from one another as described above.
- Budgets and other information in charts or spreadsheets should be pre-formatted for printing on standard copy paper.

Section V – Application Review Information

In reviewing applications submitted for this program, FMCSA will consider various factors, including:

- Compliance – A State must be in compliance with the provisions of 49 CFR Parts 383 and 384 for eligibility under this grant.
- 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 Effectiveness – 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 effectiveness.

In other areas, proposed costs will be compared with historical information to confirm reasonableness.

- Applicability to announced priorities – grant applications that specifically address these issues will be given priority consideration.
- Ability of the applicant to support the strategies and activities in the proposal for the entire project period of performance.
- Use of innovative approaches in executing a project plan to address identified safety issues.
- Feasibility of overall program coordination and implementation based upon the project plan.

The FMCSA reserves the right to waive informalities in evaluating applications.

Section VI – Award Administration Information

Upon evaluation and award of funds under this grant program, the applicant will be contacted by the FMCSA Division Administrator of its State. The applicant will be required to enter into a grant agreement with FMCSA obligating the funds awarded and outlining the terms and conditions of the award. In some cases, the applicant will be required to submit a supplemental budget or project narrative based on a partial or modified grant award.

Section VII – Agency Contact

This grant program is managed by:

Commercial Driver's License Division
Office of Safety Programs
Associate Administration for Enforcement and Program Delivery
Federal Motor Carrier Safety Administration
United States Department of Transportation

For more information related to this announcement or application submission, the applicant may contact the FMCSA Division Office in its State, or:

Brandon Poarch
Lead Transportation Specialist
Email (preferred): brandon.poarch@dot.gov
Office: 202-366-3030
Fax: 202-366-7908

By Mail:
FMCSA
1200 New Jersey Ave, SE
Washington, DC 20590
ATTN: Brandon Poarch

MC-ESL W65-226

Section VIII – Other Information

FMCSA Website: www.fmcsa.dot.gov

AAMVA Website (members access required): CDLIS 5.0.0 Specifications and other CDLIS information: <http://www.aamva.org/TechServices/AppServ/CDLIS/Documentation.htm>