



**U.S. Department  
of Transportation**  
Pipeline and  
Hazardous Materials  
Safety Administration  
(PHMSA)

## Notice of Funding Opportunity

### Hazardous Materials Instructor Training (HMIT) Grant

### Fiscal Year (FY) 2025

NOFO Posted Date:	May 19, 2025
Applications Due Date:	June 20, 2025, 11:59 p.m. EST
Questions Due Date:	June 13, 2025, 11:59 p.m. EST

Applicants must be registered at [www.grants.gov](http://www.grants.gov) to apply online. It is highly recommended that applicants begin the registration process as soon as possible to avoid delays in submission. In addition, applicants must maintain an active registration in the System for Award Management at [www.SAM.gov](http://www.SAM.gov).

Furthermore, applicants are encouraged to register for an account with FedConnect at [www.fedconnect.net](http://www.fedconnect.net) before applying. FedConnect is a messaging platform where applicants can communicate directly with PHMSA. Your organization's Marketing Partner ID Number (MPIN), which can be retrieved from SAM, is required to create an account. For instructions on how to register in FedConnect and how it works, click on the link to access the [FedConnect: Ready, Set, Go! Tutorial](#) on the FedConnect home page.

#### **Assistance Listing (formerly CFDA)**

20.703 "Interagency Hazardous Materials Public Sector Training and Planning Grants"

**PHMSA Notice of Funding Opportunity Number**  
693JK325NF0009

## Table of Contents

<b>SECTION A – BASIC INFORMATION.....</b>	<b>4</b>
<b>A.1 Statement of Purpose .....</b>	<b>4</b>
<b>A.2 Statute and Program Authority .....</b>	<b>4</b>
<b>A.3 Background.....</b>	<b>4</b>
<b>SECTION B - ELIGIBILITY .....</b>	<b>5</b>
<b>B.1 Eligible Applicants and Activities.....</b>	<b>5</b>
<b>B.2 Cost Sharing or Matching .....</b>	<b>6</b>
<b>B.3 Funding Restrictions .....</b>	<b>6</b>
<b>SECTION C – PROGRAM DESCRIPTION.....</b>	<b>7</b>
<b>C.1 Funding .....</b>	<b>7</b>
<b>C.2 Period of Performance .....</b>	<b>7</b>
<b>C.3 Type of Award .....</b>	<b>7</b>
<b>SECTION D - APPLICATION CONTENTS AND FORMAT .....</b>	<b>7</b>
<b>D.1 Address to Request Application Package .....</b>	<b>7</b>
<b>D.2 Content and Form of Application Submission .....</b>	<b>8</b>
<b>SECTION E – SUBMISSION REQUIREMENTS AND DEADLINES .....</b>	<b>12</b>
<b>E.1 Submission Dates and Times.....</b>	<b>12</b>
<b>E.2 Unique Entity Identifier (UEI) and System for Award Management (SAM) .....</b>	<b>12</b>
<b>E.3 Other Submission Requirements .....</b>	<b>13</b>
<b>SECTION F - APPLICATION REVIEW INFORMATION .....</b>	<b>14</b>
<b>F.1 Criteria .....</b>	<b>14</b>
<b>F.2 Review and Selection Process.....</b>	<b>15</b>
<b>F.3 FAPIIS Review .....</b>	<b>17</b>
<b>F.4 Anticipated Announcement and Federal Award Dates.....</b>	<b>17</b>
<b>SECTION G - AWARD NOTICES.....</b>	<b>17</b>
<b>G.1 Federal Award Notices.....</b>	<b>17</b>
<b>SECTION H - POST-AWARD REQUIREMENTS AND ADMINISTRATION .....</b>	<b>18</b>
<b>H.1 Administrative and National Policy Requirements.....</b>	<b>18</b>
<b>H.2 Reporting Requirements.....</b>	<b>19</b>
<b>SECTION I - FEDERAL AWARDING AGENCY CONTACTS.....</b>	<b>21</b>
<b>SECTION J – OTHER INFORMATION .....</b>	<b>22</b>

**PROGRAM SUMMARY**

Federal Agency Name: U.S. Department of Transportation (DOT)  
Pipeline and Hazardous Materials Safety Administration  
(PHMSA)

Funding Opportunity Title: “Hazardous Material Instructor Training – FY 2025”

Announcement Type: Initial Announcement

Funding Opportunity Number: 693JK325NF0009

Assistance Listing Number: 20.703

NOFO Posted Date: May 19, 2025  
Application Due Date: June 20, 2025, 11:59 p.m. EST  
Question Due Date: June 13, 2025, 11:59 p.m. EST

## **SECTION A – BASIC INFORMATION**

### **A.1 Statement of Purpose**

This funding opportunity is associated with Assistance Listing 20.703. PHMSA, through this grant opportunity, solicits competitive applications from eligible nonprofit organizations for Hazardous Materials Instructor Training (HMIT) grant funds. For award consideration, nonprofit organizations must demonstrate expertise in conducting training programs for HAZMAT employees, and the ability to reach and involve in a training program a target population of HAZMAT employees. Properly planned and maintained training programs are essential for HAZMAT employees to ensure: (1) HAZMAT employees receive initial and continuing training on the risks involved in transporting HAZMAT; (2) the relevant training requirements in the HMR are met; and (3) HAZMAT employees are equipped to ensure their safety and the safety of others. Effective training of employees can reduce risk and the likelihood of HAZMAT incidents and accidents, which is key to ensuring that HAZMAT is transported safely.

PHMSA requires that applicants comply with all applicable Federal financial assistance regulations and maintain an auditable accounting system that includes a detailed accounting and description of each grant expenditure. PHMSA measures performance based on the projects included in the approved financial assistance application and whether those projects fulfilled the needs outlined in the statement of need.

### **A.2 Statute and Program Authority**

The HMIT grant program was initially authorized under the Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 (Pub. L. 109-59) and is codified at 49 U.S.C. § 5107(e).

### **A.3 Background**

Pursuant to 49 U.S.C. § 5107(e), the HMIT grant program provides grants to nonprofit organizations with the opportunity to institute “train-the-trainer” programs where HAZMAT instructors are trained to instruct private sector HAZMAT employees involved with the transportation of HAZMAT. The core objective of the HMIT grant program is to facilitate delivery of HAZMAT training to instructors on how to train HAZMAT employees on the requirements of the HMR, 49 CFR Chapter I, Subchapter C.

## SECTION B - ELIGIBILITY

### B.1 Eligible Applicants and Activities

The FY 2025 HMIT grant program is open to nonprofit organizations that demonstrate expertise in conducting a training program for existing HAZMAT employees, and the ability to reach and involve in a training program a target population of HAZMAT employees.

For the purposes of HMIT grants, a nonprofit organization is a business that has been granted tax-exempt status by the Internal Revenue Service (IRS) because it furthers a social cause and provides a public benefit.

Nonprofit organizations may not use federal funds to engage in lobbying activities described in Section 501(c)(4) of the Internal Revenue Code as defined in Section 3 of the Lobbying Disclosure Act of 1995. "For-profit" organizations are not eligible applicants for the HMIT grant program.

A HAZMAT employee, as defined at 49 U.S.C. § 5102(3) and at 49 CFR § 171.8, means a person who:

- (1) Is employed on a full-time, part-time, or temporary basis by a HAZMAT employer and who, during the course of such full-time, part-time, or temporary employment, directly affects HAZMAT transportation safety;
- (2) Is self-employed (including an owner-operator of a motor vehicle, vessel, or aircraft) transporting HAZMAT in commerce and who during the course of such self-employment directly affects HAZMAT transportation safety;
- (3) Is a railroad signalman;
- (4) Is a railroad maintenance-of-way employee; or
- (5) Is employed on a full-time, part-time, or temporary basis by a HAZMAT employer, or is self-employed and who, during the course of employment:
  - Loads, unloads, or handles HAZMAT;
  - Designs, manufactures, fabricates, inspects, marks, maintains, reconditions, repairs, or tests a package, container, or packaging component that is represented, marked, certified, or sold as qualified for use in transporting HAZMAT in commerce;
  - Prepares HAZMAT for transportation;
  - Is responsible for safely transporting HAZMAT; or
  - Operates a vehicle used to transport HAZMAT.

A HAZMAT employer, as defined at 49 U.S.C. § 5102(4) and at 49 CFR § 171.8, means:

- (1) A person who employs or uses at least one HAZMAT employee on a full-time, part-time, or temporary basis and who:
  - Transports HAZMAT in commerce;
  - Causes HAZMAT to be transported in commerce; or
  - Designs, manufactures, fabricates, inspects, marks, maintains, reconditions, repairs, or tests a package, container, or packaging component that is represented, marked, certified, or sold by that person as qualified for use in transporting HAZMAT in commerce.
- (2) A person who is self-employed (including an owner-operator of a motor vehicle, vessel, or aircraft) transporting materials in commerce and who:
  - Transports HAZMAT in commerce;
  - Causes HAZMAT to be transported in commerce; or
  - Designs, manufactures, fabricates, inspects, marks, maintains, reconditions, repairs, or tests a package, container, or packaging component that is represented, marked, certified, or sold by that person as qualified for use in transporting hazardous materials in commerce.
- (3) A department, agency, or instrumentality of the U.S. Government, or an authority of a State or political subdivision of a State or an Indian Tribe and who:
  - Transports HAZMAT in commerce;
  - Causes HAZMAT to be transported in commerce; or
  - Designs, manufactures, fabricates, inspects, marks, maintains, reconditions, repairs, or tests a package, container, or packaging component that is represented, marked, certified, or sold by that person as qualified for use in transporting HAZMAT in commerce.

## **B.2 Cost Sharing or Matching**

There are no cost-sharing or matching requirements for the HMIT program.

## **B.3 Funding Restrictions**

The following costs are not eligible for reimbursement under the FY 2025 HMIT grant:

1. Personnel costs such as overtime, backfill, stipends, and fees for the personnel receiving training.
2. Entertainment, alcohol, or morale costs.
3. Excessive costs for general office supplies, equipment, computer software, printing, and copying.

4. Expenses claimed or reimbursed by another program.
5. Expenses counted as match funds towards another Federal program.
6. Any costs disallowed or stated as ineligible in 2 CFR Part 200.
7. Pre-Award costs are not authorized, and grant recipients must separately obtain PHMSA's written approval to fund pre-award costs consistent with 2 CFR § 200.458.

## **SECTION C – PROGRAM DESCRIPTION**

### **C.1 Funding**

This Notice of Funding Opportunity (NOFO) is subject to the availability of funds. PHMSA's FY 2025 NOFO anticipates awarding \$5,000,000 for the HMIT grant program. The expected amounts of individual Federal awards can range from \$250,000 to \$1,000,000.

### **C.2 Period of Performance**

The period of performance is a minimum of 12 months from the effective date of the award. An applicant may request a period of performance up to 24 months. Applicants must only apply for funding that can be reasonably expended within this time frame and for allowable projects that can be completed within the period of performance.

### **C.3 Type of Award**

This is a discretionary grant award.

## **SECTION D - APPLICATION CONTENTS AND FORMAT**

### **D.1 Address to Request Application Package**

PHMSA requires applicants for this funding opportunity to apply electronically through [grants.gov](https://www.grants.gov). Applicants must download the application package associated with this funding opportunity by following the directions provided on [grants.gov](https://www.grants.gov).

To request a hard copy of the application package, please contact:

Hazardous Materials Grants Program  
Pipeline and Hazardous Materials Safety Administration  
1200 New Jersey Ave. SE, E23-446  
Washington, D.C. 20590  
E-mail: [HMIT.grants@dot.gov](mailto:HMIT.grants@dot.gov)  
Phone: 202-366-1109  
Fax: 202-366-3753

If you are a hearing-impaired person, please contact the FR/TTY at 1-800-877-8339 or e-mail [PHMSA-Accessibility@dot.gov](mailto:PHMSA-Accessibility@dot.gov).

## **D.2 Content and Form of Application Submission**

Applications for FY 2025 HMIT funding should be submitted in electronic format in grants.gov according to the following outline. The application includes two overall sections: (1) standard forms that the applicant must download and complete from grants.gov under the FY 2025 HMIT funding opportunity; and (2) attachments the applicant will need to create and upload.

Sharing of Application Information - The Department may share application information within the Department or with other Federal agencies if the Department determines that sharing is relevant to the respective program's objectives.

### **Standard Forms**

The following forms are found in grants.gov under the FY 2025 HMIT Funding Opportunity and must be completed by the applicant.

1. Standard Form SF-424 – Application for Federal Assistance
2. Standard Form SF-424A – Budget Information for Non-Construction Programs
3. Lobbying Form – Certifications Regarding Lobbying
4. Standard Title VI/Non-Discrimination Assurances – Civil Rights Assurances

### **Applicant Attachments**

All the following forms must be created by the applicant and uploaded to grants.gov under the FY 2025 Hazardous Materials Instructor Training (HMIT) Grant Funding Opportunity. Guidance for completing the project narrative and budget narrative is provided in the proceeding sections.

1. Project Narrative attachment
2. Budget Narrative attachment
3. Indirect Cost Agreement or Statement claiming 15 percent de minimis (if applicable)
4. Letters of Support from partner organizations (if applicable)
5. Additional optional attachments (if applicable)

Applications should be well written and free of mathematical errors in the line-item budget and budget narrative. Project narratives should have the sections clearly identified and follow the structure requested in this NOFO. The application forms and templates are available on grants.gov in the “Related Documents” tab with detailed instructions on the application process.



Please also reference Section E to ensure that the application addresses the criteria on which PHMSA will decide.

## Project Narrative

The following Project Narrative sections are required. To facilitate the application review and award process, clearly identify and organize each section in the order shown below as you complete the Project Narrative. Applicants should also review Section E, Application Review Information, to ensure the narratives contain all information on which PHMSA will evaluate.

- a) **Organization Information and Capacity.** Briefly provide information about your organization. This should include: (1) your organization's mission; (2) a brief overview of your organization's structure, programs, leadership, and special expertise; and (3) your organization's experience and capacity to manage Federal grant programs—with emphasis on managing Federal grants related to train-the-trainer and direct training for employees involved in the transportation of HAZMAT. If your application proposes to partner with another nonprofit organization, a letter of support is required with your application.
- b) **Contact Information.** Identify the designated project/program managers(s) who will coordinate the funded activities; include the name, position, address, e-mail address, and telephone number of the individual(s). In addition, identify the authorized representatives who will accept the awarded grant document and the individuals responsible for the submission of the required Federal Financial Reports and progress reports.
- c) **Statement of Need.** Describe the needs and gaps for training instructors who will then train employees who transport HAZMAT, including the needs of rural HAZMAT employees. Describe the level of need using quantitative and qualitative information preferably based upon macro-level national data, specific examples of locations with deficiencies in HAZMAT training, or a combination of both. Briefly explain how the proposed activities will help to address the identified needs.
- d) **Proposed Training Activities and Timeline.** Describe the proposed training activities for the HMIT grant. Include a clear timeline of forecasted dates for projected events. This section should include: (1) the type of training activities proposed; (2) the location of the activities; and (3) the timeframe when the activity will take place. The timeline should include benchmarks and milestones that will monitor the project's success. In addition, any training curriculum or instructor development activities should be described and included in the timeline of events.
- e) **Curriculum.** Provide a detailed description of the training curriculum that will be used. If you submitted a curriculum the prior year and no changes have been made, you must indicate this in this section. If a curriculum will be developed during the grant's period of performance, describe this curriculum in detail and provide an estimated timeline for development.

- f) **Projected Outputs and Objectives.** Provide quantifiable and measurable outputs planned for the grant's period of performance. Outputs are quantitative data that describe the proposed activities. For delivery of HAZMAT training courses, outputs should include: (1) the number and type of course(s); (2) the number of projected students trained for each course; and (3) the number of contact hours for each course. In addition, broader outcomes or goals may be provided to describe the intended impact of the proposed outputs. This can be either quantitative or qualitative and should reflect the projected impact of the grant activity outputs.
- g) **Monitoring and Evaluation of Training.** Provide an explanation of monitoring efforts, internal controls, and quality assurance plans to ensure grant program success. These may include but are not limited to, random examinations, inspections, and audits of training to maximize the cost-effectiveness and impact of the program.

Applicants should address how these activities will improve safety. Applicants should also review Section E, Application Review information, to ensure the narratives contain all information on which PHMSA will evaluate.

### **Budget Narrative**

The budget narrative explains how each budget component supports the cost of the proposed work. The budget narrative should focus on how each budget item is required to achieve the proposed project goals and objectives. It should also justify how budget costs were calculated. Using the object class categories found on the SF-424A, explain why the amount is needed for each category in the project narrative.

Grant Funds, Sources, and Uses of Project Funds – Project budgets should show how different funding sources will share in each activity and present the data in dollars and percentages. The budget should identify other Federal funds the applicant is applying for, has been awarded, or intends to use. Funding sources should be grouped into three categories: non-Federal, current application *Hazardous Materials Instructor Training*, and other Federal with specific amounts for each funding source.

The budget narrative should be clear, specific, detailed, mathematically correct, and correspond to the SF-424A line-item categories.

A well-developed budget narrative is an effective monitoring tool for both the awarding agency and grant recipient. However, a budget narrative that does not represent a project's needs makes it difficult to recommend for full funding and to assess financial performance over the life of the project. A description of the object class categories is provided below:

1. **Personnel** costs are the employee salaries for those working directly on the grant project. Include the number, type of personnel, the percentage of time dedicated to the project, hourly wage (or salary), and total cost to the grant.

2. **Fringe Benefit** costs are the allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe costs are benefits paid to employees, including the cost of employer's share of FICA, health insurance, workers' compensation, and vacation. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits estimate, approved rate, etc.). Include a description of specific benefits charged to a project and the benefit percentage.

Additional considerations:

- The personnel salaries should have corresponding fringe and vice versa. PHMSA cannot pay fringe benefits for a position that is not listed in the "Personnel" section.
  - Explain what is included in the benefit package and at what percentage.
  - Fringe benefits are only for the percentage of time devoted to the grant project.
  - The applicant must not combine the fringe benefit costs with direct salaries and wages in the personnel category.
3. **Travel** costs are those costs requested for field work or for travel to professional meetings associated with grant activities. Provide the purpose, method of travel, number of persons traveling, number of days, and estimated cost for each trip. If the details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.
4. **Equipment** costs include those items that are tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$10,000 or more per unit, unless the applicant has a clear and consistent written policy that determines a different threshold. Include a description, quantity, and unit price for all equipment.
- Purchases of less than \$10,000 should be listed under "Supplies" or "Other."
  - Each item of equipment must be identified with the corresponding cost. General-purpose equipment must be justified as to how it will be used on the project.
  - Analyze the cost benefits of purchasing versus leasing equipment, particularly high-cost items, and those subject to rapid technical advances. Depending upon the procurement method, list rented or leased equipment costs in the "Contractual" or "Other" category.
  - Equipment purchased with HMIT grant funds can only be used for training activities.
5. **Supplies** are tangible personal property other than equipment. Include the types of property in general terms. It is not necessary to document office supplies in detail (for example: reams of paper, boxes of paperclips, etc.). However, applicants should include a quantity and unit cost for larger cost supply items such as computers and printers.

6. **Contractual** costs are those services carried out by an individual or organization, other than the applicant, in the form of a procurement relationship.
7. **Other** costs that do not fit any of the categories include rent for buildings used to conduct project activities, utilities, leased equipment, employee training tuition, etc. “Other” direct costs must be itemized.
8. **Indirect Costs** are allowable under the HMIT grant and if applicable, must include IDC agreement or statement claiming a 15 percent de minimis rate. Indirect costs are incurred for common or joint objectives that benefit more than one project. The applicant must include a current and fully executed indirect cost rate agreement in the application if claiming indirect costs. The rate must be applied to the appropriate base in the approved agreement. If the rate will not be approved by the application due date, attach the letter of renewal or letter of request that you sent to your cognizant agency to your application. If the applicant has never received or has an expired indirect cost rate agreement, the applicant may be eligible for the 15 percent de minimis rate provided by 2 CFR § 200.414. A nonprofit entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 15 percent of modified total direct costs, per 2 CFR § 200.414, which may be used indefinitely. Applicants intending to charge the de minimis rate must include a statement verifying that the organization has never received a negotiated indirect cost rate and that the organization has elected to charge the de minimis rate.

## SECTION E – SUBMISSION REQUIREMENTS AND DEADLINES

### E.1 Submission Dates and Times

Completed applications must be received electronically by 11:59 p.m. EST on June 20, 2025. If an applicant has technical difficulties submitting the application through grants.gov, that applicant should contact grants.gov by phone at 800-518-4726 or e-mail [support@grants.gov](mailto:support@grants.gov). The applicant could also contact PHMSA’s HAZMAT Grants Program Office by phone at 202-366-1109 or e-mail [HMIT.grants@dot.gov](mailto:HMIT.grants@dot.gov). Applications received after this deadline may not be considered. PHMSA will only accept one application from each applicant.

### E.2 Unique Entity Identifier (UEI) and System for Award Management (SAM)

PHMSA may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. If an applicant has not fully complied with the requirements by the time PHMSA is ready to make an award, PHMSA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant. PHMSA recommends that applicants review the SAM database at <https://sam.gov/content/home> to ensure that their UEI is updated and “active.”

Each applicant is required to:

- Register in SAM (SAM.gov) before submitting their application.
- Provide a valid UEI in their application.
- Always maintain an active SAM registration and UEI with current information when they have an active Federal award or an application under consideration.

### E.3 Other Submission Requirements

Applications will only be accepted via grants.gov. Mail and fax submissions will not be accepted.

The application package contains all required electronic forms and the ability to upload attachments for the budget narrative, budget justification, project narrative, assurances, and certifications. The applicant must submit the information outlined in the Application Guide in addition to the program-specific information below.

To begin the process, applicants must be registered with <https://www.grants.gov/> to apply. It is highly recommended that applicants begin the registration process as soon as possible to avoid delays with submission. Failure to comply with the application requirements as described in this section may result in the failure of an application to be reviewed.

#### Accessing Grants.gov

1. **Grants.gov.** For new users, go to <https://www.grants.gov/applicants/applicant-registration>, or go to the main page at <https://www.grants.gov/> and select “Register.” New user registrations for grants.gov can take up to two weeks to complete. For additional questions on how to register, contact grants.gov support by phone at 800-518-4726 or e-mail [support@grants.gov](mailto:support@grants.gov).
2. **FedConnect.** Applicants are encouraged to register for an account with FedConnect at <https://www.fedconnect.net> before applying. Your organization’s Marketing Partner ID Number (MPIN), which can be retrieved from SAM, is required to create an account. For instructions on how to register in FedConnect and how to use the portal, click the following link to review the [FedConnect: Ready, Set, Go! Tutorial](#). For other technical issues or questions, either e-mail [fcsupport@unisonglobal.com](mailto:fcsupport@unisonglobal.com) or call 1-800-899-6665 option 2. The FedConnect Support Center is staffed Monday–Friday 8 a.m.–8 p.m. EST, except Federal holidays.

## **SECTION F - APPLICATION REVIEW INFORMATION**

### **F.1 Criteria**

When identifying projects applicants should consider how the project will increase safety. PHMSA will evaluate applications through administrative, technical, and programmatic reviews based on the evaluation criteria below.

#### **Merit Criteria:**

PHMSA developed evaluation criteria to rate and select competing applications. Within the application, demonstrate the extent to which the activities will impact the safe transport of hazardous materials. Submission of an application is not a guarantee of award. PHMSA may, at its discretion, award a grant based on an application in its entirety, award only portions of a grant based on its application, or not award a grant at all.

#### **1. Technical Criteria**

- Is the training consistent with current regulations in 49 CFR Parts 100 through 180?
- Does the training include recognizing and identifying HAZMAT?
- Does the training include methods and procedures for responding to HAZMAT incidents, such as the proper procedures for handling packages containing HAZMAT?
- Does the application show the ability for the applicant to deliver a successful train-the-trainer course for HAZMAT employees?

#### **2. Programmatic Criteria**

- Does the applicant demonstrate expertise in conducting a training program for HAZMAT employees?
- Does the applicant have the capacity to reach and involve in a training program a target population of HAZMAT employees?
- Does the applicant provide a detailed needs assessment to identify gaps in training to HAZMAT employees and include macro-level national data with references to quantitative and qualitative information?
- Do the applicant's proposed activities address the gaps found in the needs assessment?
- Do the applicant's proposed activities appear to be allowable, allocable, necessary, and reasonable?
- Does the applicant provide an approximate timeline that clearly communicates when project activities will take place?

- Does the application follow the train-the-trainer model, listed as a priority in the funding announcement?
- Does the application list clear outputs, goals, and objectives that indicate the grant will have a projected impact on reducing risk and enhancing HAZMAT transportation safety?
- Does the application appear to be cost-effective with reasonable training cost/individual?
- Does the applicant outline a monitoring and evaluation strategy to help ensure that the project will be successful?
- Did the applicant provide a completed and properly filled out SF-424 form?
- Did the applicant submit a completed ED-80-0013 combined assurance and Title VI form?
- Do the budget (SF-424A) and budget narrative align?
- Does the budget narrative provide detail as to how the costs under “Personnel” correspond to the staff included in the narrative and how they were calculated?
- Does the budget narrative provide an explanation or breakout of the staff Fringe Benefits?
- If there are funds entered under “Travel,” does the budget narrative provide a clear and reasonable explanation that relates to the costs?
- Does the budget narrative identify supply cost and are the costs adequately explained?
- If there are funds under “Contractual,” does the budget narrative clearly describe how contractual costs were derived for each agreement or subaward?
- If there are costs under “Other,” have the costs been reasonably explained?
- If indirect costs are requested, does the application/budget narrative include an approved, current Indirect Cost Rate agreement or statement claiming the 15 percent de minimis rate?

## F.2 Review and Selection Process

The Department intends to apply principles from DOT Order 2100.7, [Ensuring Reliance Upon Sound Economic Analysis in DOT’s Policies, Programs and Activities](#), when evaluating applications and making award selections. To the maximum extent permitted by law, PHMSA will prioritize projects that are in alignment with the principles outlined in DOT Order 2100.7.

1. **Administrative Review:** PHMSA will conduct an administrative review to ensure the application meets the eligibility criteria outlined in Section C on Eligibility Information. Each application will be reviewed for completeness to ensure it includes all the required

elements to qualify for the grant. If the application does not meet the required elements, then the application is likely to be rejected.

2. **Technical Review:** PHMSA will conduct a technical review of the application to assess how the proposed work is to be performed and whether the application is responsive to the applicable program requirements (i.e., performance measurement, methodology, and technical merit). PHMSA reserves the right to use outside expertise to perform application evaluation. PHMSA will utilize the technical review criteria in Section E.1 to determine how the applications address the needs for outreach and training.
3. **Programmatic Review:** PHMSA will conduct a programmatic review to assess programmatic factors identified in Section E.1. Programmatic factors are those factors that are relevant and essential to the process of selecting applications that best achieve the program's objectives, in accordance with applicable statutes, regulations, policies, and guidelines. Other programmatic factors may include history of performance, program priorities, and other modal needs. For applicants with existing awards, PHMSA may consider award balances when making final funding decisions.

Please note that to comply with the requirements of 2 CFR Part 200, Subpart E, and DOT's Transportation Financial Assistance Manual (TFAM), PHMSA's Agreement Officers and Grant Specialists may request additional information pertaining to your application during the application review and evaluation process.

### Rating Guidelines

Based on these results from each review, each application will receive an overall rating either as:

**Highly Recommended:** The application demonstrates that the NOFO requirements are very well understood, and the approach will likely result in a very high-quality performance. The application clearly addresses and exceeds requirements with no weaknesses. The application contains outstanding features that meet or exceed on multiple dimensions the expectations of the government. The application scope aligns very well with DOT objectives and priorities. The risk of poor performance is very low.

**Recommended:** The application demonstrates that the NOFO requirements are understood, and the approach will likely result in satisfactory performance. The application addresses and meets requirements with some minor but correctable weaknesses. The application demonstrates requisite experience, qualifications, and performance capabilities. The application scope aligns with DOT objectives and priorities. The risk of poor performance is low.

**Acceptable:** The application demonstrates that the NOFO requirements are mostly understood, and the approach will likely result in satisfactory performance for part of the requirements. The application addresses some of the requirements with some weaknesses. The application demonstrates some experience, qualifications, and



performance capabilities. The application partially aligns with DOT objectives and priorities. The risk of poor performance is moderate.

**Not Acceptable:** The application does not meet the NOFO requirements. The application fails to address many requirements. The applicant may be ineligible to apply for the grant. The application could not satisfy critical requirements without a major revision or a rewrite of the application or a major redirection effort. The application scope does not align with DOT objectives and priorities. The risk of poor performance is high.

## **Selection Process**

PHMSA will recommend applications for awards based on the final overall rating as described above. Final award recommendations will be made by PHMSA's Associate Administrator for the Office of Hazardous Materials Safety after taking into consideration recommendations made during the administrative, technical, and programmatic reviews and how well the applications address PHMSA's safety priorities. The Secretary of the Transportation will make final award selection decisions.

### **F.3 FAPIIS Review**

Prior to making an award, PHMSA is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. § 2313). An applicant may review and comment on any information about itself that a Federal awarding agency previously entered and is accessible through SAM. PHMSA will consider the applicant's comments, business integrity, ethics, record of performance under Federal awards, and other information in the performance system when making a judgement about their review of risk as described in 2 CFR § 200.205.

### **F.4 Anticipated Announcement and Federal Award Dates**

Applicants chosen for funding will receive electronic notification of the Federal award. Upon notification, the applicant's authorized official must sign and return the award within the timeframe prescribed by PHMSA. PHMSA plans to make awards by August 31, 2025, with a proposed period of performance start date of October 1, 2025.

## **SECTION G - AWARD NOTICES**

### **G.1 Federal Award Notices**

PHMSA's grant awarding official will award grants to responsible and eligible applicants, at its discretion, whose applications are judged most meritorious under the procedures set forth in this NOFO. All funds provided by PHMSA must be expended solely for the purpose for which the funds are awarded in accordance with the approved application and budget, regulations, terms

and conditions of the award, applicable Federal cost principles, and DOT's financial assistance regulations. Funds may not be used for lobbying or litigation.

The grant award, signed by both the PHMSA Agreement Officer and the recipient's Authorized Representative, is the authorizing document and will be provided through electronic means to the Authorized Representative. The award document will provide pertinent instructions and information including, at a minimum, the following:

1. The legal name and address of recipient
2. Title of project
3. Name(s) of key personnel chosen to direct and control approved activities
4. Federal Award Identification Number assigned by PHMSA
5. Period of Performance, specifying the duration of the project
6. Total amount PHMSA approved for the project
7. Legal authority under which the award is issued
8. Assistance Listing Program Number (formerly CFDA)
9. Applicable award terms and conditions
10. Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award
11. Other information or provisions deemed necessary by PHMSA

## **SECTION H - POST-AWARD REQUIREMENTS AND ADMINISTRATION**

### **H.1 Administrative and National Policy Requirements**

The administration of this award by PHMSA and the Recipient will be based on the following Federal statutory, regulatory and Executive Order requirements:

1. 49 U.S.C. § 5107(e) – HAZMAT Employee Training Requirements and Grants.
2. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
3. The Recipient must comply with 49 CFR Part 20, "New Restrictions on Lobbying." 49 CFR Part 20 will be incorporated by reference into any award under this program and is available at [www.ecfr.gov/](http://www.ecfr.gov/) by clicking on Title 49 CFR Part 20.
4. Civil Rights and Title VI - As a condition of a grant award, grant recipients should demonstrate that the recipient has a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR Part 21) (including any amendments thereto), the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the

- Rehabilitation Act, all other civil rights requirements, and accompanying regulations. This should include a current Title VI plan, completed Community Participation Plan, and a plan to address any legacy infrastructure or facilities that are not compliant with ADA standards. DOT's and the applicable Operating Administrations' Office of Civil Rights may work with awarded grant recipients to ensure full compliance with Federal civil rights requirements.
5. The Recipient must comply with 49 CFR Part 32, "Government-wide Requirements for Drug- Free Workplace (Financial Assistance)," which implements the requirements of Pub. L. 100-690, Title Subtitle D, "Drug-Free Workplace Act of 1988." 49 CFR Part 32 will be incorporated by reference into any award under this program and is available at [www.ecfr.gov/](http://www.ecfr.gov/) by clicking on Title 49 CFR Part 32.
  6. Pursuant to Section 3(b)(iv)(A) of Executive Order 14173, Ending Illegal Discrimination And Restoring Merit-Based Opportunity, the Recipient agrees that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code.
  7. Pursuant to Section 3(b)(iv)(B) of Executive Order 14173, Ending Illegal Discrimination And Restoring Merit-Based Opportunity, by entering into this agreement, the Recipient certifies that it does not operate any programs promoting diversity, equity, and inclusion (DEI) initiatives that violate any applicable Federal anti-discrimination laws.
  8. Compliance with Federal Law and Policies - The applicant assures and certifies, with respect to any application and awarded Project under this NOFO, that it will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds and will cooperate with Federal officials in the enforcement of Federal law, including cooperating with and not impeding U.S. Immigration and Customs Enforcement (ICE) and other Federal offices and components of the Department of Homeland Security in the enforcement of Federal immigration law.

## H.2 Reporting Requirements

**Progress Reports** – Each grant recipient is required to submit a progress report to show progression of approved projects and activities. The reports must follow the instructions outlined in the terms and conditions of the grant award. Grant recipients with a period of performance that is longer than 12 months are required to submit annual progress reports. Grant recipients with a performance period of 12 months need only submit a final progress report. (Refer to section below.) Grant recipients must follow the instructions outlined in the terms and conditions of the grant award. The report must include:

1. A summary of the activities and outputs that have taken place during the reporting period. This should include, at a minimum, the number of courses delivered during the period of performance, along with the number of students trained, the city and state where the training took place, total contact hours for each class, and the employer of the students trained.
2. The challenges the grantee has faced, and strategies implemented to mitigate those challenges.
3. An updated timeline of grant activities projected to take place for the remainder of the grant period of performance.
4. As available, impact statements or analysis from instructors, public sector responders, or other stakeholders regarding the impact current period of performance grant activities have had on protecting people and the environment from the risks of HAZMAT transportation.

**Federal Financial Reports** – Each grant recipient is required to submit Federal Financial Reports (SF-425) to show a cumulative account of expenditures from approved activities. Grant recipients with a 12- through 24-month period of performance are required to submit annual Federal Financial Reports and must follow the instructions outlined in the terms and conditions of the grant award.

**Final Reports** - Each recipient is required to submit a final Progress Report and final Federal Financial Report (Final SF-425). Final Federal Financial Reports and Progress Reports must be submitted by e-mail at [HMIT.grants@dot.gov](mailto:HMIT.grants@dot.gov). The reports are due no later than 120 days after the performance period has ended. Final reports must follow the instructions outlined in the terms and conditions of the grant award and must include:

1. A summary of the activities and outputs that took place during the period of performance. This should include the total number and type of courses delivered during the period of performance, along with the number of students trained, the city and state where the training took place and total contact hours for each class. Final reports should also include a list of employers who represent the students trained. If the projected outputs listed in the approved project narrative were not met, an explanation should be provided.
2. Challenges the grantee faced and strategies taken to mitigate such challenges.
3. A completed timeline of the activities that took place during the completed period of performance.
4. As available, impact statements or analysis from training instructors, public sector responders, or other stakeholders regarding the impact current period of performance

grant activities have had on protecting people and communities from the risks of HAZMAT transportation.

*All applications and reports will be made available to the public upon request.*

**Performance and Program Evaluation:** As a condition of grant award, grant recipients may be required to participate in an evaluation undertaken by DOT or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. DOT may require applicants to collect data elements to aid the evaluation or use information available through other reporting. As a part of the evaluation and as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor or DOT staff; (2) provide access to program records and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

Recipients and subrecipients are also encouraged to incorporate program evaluation data, including associated data collection activities from the outset of their program design and implementation, to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), (Pub. L. 115-435) (2019), urges Federal awarding agencies and Federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn and elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” 5 U.S.C. § 311. Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

For grant recipients receiving an award, evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. 2 CFR Part 200. This paragraph does not authorize pre-award costs and grant recipients must separately obtain PHMSA’s written approval to fund pre-award costs consistent with 2 CFR § 200.458.

## SECTION I - FEDERAL AWARDING AGENCY CONTACTS

Questions related to the content of this funding opportunity should be submitted to the point of contact below or e-mail [HMIT.grants@dot.gov](mailto:HMIT.grants@dot.gov).

### **Program Contact**

Carla Sheppard  
Phone: 202-366-1109

E-mail: [Carla.Sheppard@dot.gov](mailto:Carla.Sheppard@dot.gov)

## SECTION J – OTHER INFORMATION

Given the complexity of some aspects of the application process, technical assistance is available to inexperienced or under-resourced applicants to help with the application process. The program point of contact is listed in Section I for technical assistance.

**Protection of Confidential Business Information** - All information submitted as part of or in support of any application shall use publicly available data or data that can be made public, as well as methodologies that are accepted by industry practice and standards, to the extent possible. If the applicant submits information that the applicant considers to be a trade secret or confidential commercial or financial information, the applicant must provide that information in a separate document, which the applicant may cross-reference from the application narrative or other portions of the application. For the separate document containing confidential information, the applicant must do the following: (1) state on the cover of that document that it “Contains Confidential Business Information (CBI);” (2) mark each page that contains confidential information with “CBI;” (3) highlight or otherwise denote the confidential content on each page; and (4) at the end of the document, explain how disclosure of the confidential information would cause substantial competitive harm. DOT will protect confidential information complying with these requirements to the extent required under applicable law. If DOT receives a Freedom of Information Act (FOIA) request for the information that the applicant has marked in accordance with this section, DOT will follow the procedures described in its FOIA regulations at 49 CFR § 7.29. Only information that is in the separate document, marked in accordance with this section, and ultimately determined to be confidential under § 7.29 will be exempt from disclosure under FOIA.