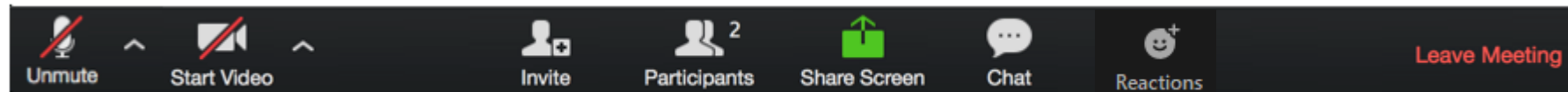


# Using Zoom

## Your Zoom participant menu:

- May differ slightly, or offer more options, depending on your Zoom account
- May be hidden, hover over the bottom or top of your screen to display



Click buttons to toggle on/off. The arrow (^) will bring up more options.

Click to display the participant list and chat box. You can show/hide these boxes during the webinar.

Use emojis to share how you feel about the content.



**Joining by phone?**  
Use the mute button on your phone.



U.S. Department of Transportation  
Federal Motor Carrier Safety  
Administration

# **FY 2024 CDLPI - Notice of Funding Opportunity (NOFO) Funding Conference**

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**March 14, 2024**

A yellow circular logo with the text "We're Driving Safety" in white, positioned in the bottom right corner of the image.

**We're  
Driving  
Safety**

# Agenda

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U.S. Department of Transportation  
Federal Motor Carrier Safety  
Administration

- Commercial Driver's License Program Implementation (CDLPI) Grant Program Overview
- Title VI Compliance Program Information
- Priorities of the FY 2024 Notice of Funding Opportunity (NOFO)
- CDLPI Grant Application Template
- CDLPI Performance Based Application Structure
- Resources and Contacts
- Q&A

# The CDLPI Grant Program is to...

---



Provide **financial assistance** to States and other eligible entities to aid participation in the National CDL Program



Ensure that only **qualified drivers** are eligible and receive and retain a CDL



Focus on concept that each driver has **only one driving record and only one licensing document**



Help States to achieve compliance with **FMCSA regulations** concerning driver's licensing standards and programs



Help other entities capable of executing **national projects** that aid States in their compliance efforts and that will improve the success and consistency of the National CDL Program

# Title VI Program Compliance Plan Award Requirement (Section B)

- FY2024 Title VI Program Assurance and Compliance Plan Requirements
  - The FMCSA Title VI Program Federal financial assistance award requirements consist of an annually updated **Title VI Program Compliance Plan** (Plan) including the **FMCSA Title VI Program Assurance** (Assurance)
  - The technical assistance webinar for the **FMCSA Title VI Program Compliance Plan Requirements** is available at this link: <https://www.fmcsa.dot.gov/grantswebinars>
  - The Assurance and Compliance Plan must be submitted to Mr. Lester Finkle, FMCSA National Title VI Program Manager for approval
  - To begin this coordination, please contact Mr. Lester Finkle, FMCSA National Title VI Program Manager, at [lester.finkle@dot.gov](mailto:lester.finkle@dot.gov)



*Title VI Program Assurances and Compliance Plan must be submitted with applications and approved by FMCSA to be eligible for grant award.*



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Federal Motor Carrier Safety  
Administration

# Priorities of the FY 2024 NOFO

We're  
Driving  
Safety

# CDLPI Award Performance Goals (Section A-3)

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- **Data Sources**

- Baseline Data – quantifiable and qualitative
- For SDLAs, FMCSA will evaluate the applications performance goals by examining:
  - State Compliance Records Enterprise (SCORE) System
  - Commercial Driver’s Licensing Information System (CDLIS) reports, Driver History Reports
  - Other data sources/reporting that the applicant provides as their source data baseline
    - Provide database(s) name or webpage source/links in project plans
- For applicants that are not States, FMCSA will evaluate the applications performance goals by examining:
  - Any available data and other data source(s) used and reported or referenced by the applicant,
  - Compare the results from the program with baseline data provided in the application, and
  - Any other FMCSA accessible reports.

# CDLPI Award Performance Goals (Section A-3)

- **Performance Indicators**

- FMCSA will assess the success of the goals being met by the indicators included in the project application, such as, but not limited to:



Sustained  
Compliance



Compliant  
Issuance of  
CDL/CLPs



Timely Driver  
History Record  
(DHR) Actions



Ensuring Data  
Quality



Innovative  
Approaches to  
Improving CDL  
Issues



Demonstrate a  
Reduction in CMV  
Related Crashes



Human Trafficking  
Awareness,  
Prevention, and  
Reporting



# FY 2024 National Priorities (Section A-4)

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## • Basic Project Priorities - SDLAs

- Implementing or maintaining compliance of CDL-related regulatory rulemakings or supporting the National Roadway Safety Strategy (NRSS)
    - Exclusive Electronic Exchange (EEE) of convictions and withdrawals
    - Drug and Alcohol Clearinghouse II Rule
    - Final rule integration of Medical Examiner's Certification
  - Correcting and mitigating CDL regulatory compliance findings
    - Identified through Annual Program Reviews and/or Internal State-led Reviews
  - Improving CDL data elements such as timeliness, completeness, and accuracy
  - SDLA partnership efforts that lead to increased compliance
    - Priority given to multi-jurisdictional partnerships or partnerships with other entities
  - Operation & Maintenance projects (lowest priority)
-

# FY 2023 National Priorities (Section A-4)

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- **High Priority/Emerging Issues Priorities**

**Must be capable of executing national projects that aid States in their compliance efforts and improving the National CDL Program**

- Reducing CDL skills testing delays and wait times
  - Recognizing, preventing, and reporting of human trafficking
  - Conducting a systemic review of a State's CDL program to support the State's Annual State Certification of Compliance
  - Improving compliance by using proven tools or developing new tools to be utilized by SDLAs and other partners
  - Projects for enhancing court expertise
-

# FY 2023 National Priorities (Section A-4)

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## • High Priority/Emerging Issues Priorities (contd.)

- Researching and/or facilitating the detection and prevention of fraud in the CDL process
  - Hosting meetings and conferences to address CDL compliance issues
    - Detailed budget
    - Timeline for plan completion
    - Detailed plan for execution
    - Post-meeting final report
  - Implementing or maintaining an Employer Notification System (ENS)
  - Supporting an SDLA's review and evaluation for access to CDL services in underserved communities
  - Developing and implementing a CDL citation and adjudication group
-

# Federal Award Information (Section B)

## Funding

- Authorized up to \$84,400,000
- Final funding amounts are subject to availability of funding appropriated by Congress

## Application Project Information

- No more than four projects per application

## Period of Performance (PoP)

- Year of award, plus four fiscal years
  - 9/30/2027



*Due Date: Friday, April 19, 2024 by 5 p.m. ET*

# Eligibility Information (Section C-1)

## Eligible Applicants



**SDLAs**



**Other State  
Agencies**



**Non-State  
Organizations**

**Federal Funding 100% - No match requirement**

# Content and Form of Application Submission (Section D. 2)

## Application Page Limitations

Non-SDLAs

**35**

Pages

SDLAs

**40**

Pages

### Performance Based Project Plan Elements

1. Brief Introduction
  - SDLA Self-Assessment
2. Problem Statement
3. Performance Objective
4. Performance Activity Plan
5. Performance Measurement Plan
6. Monitoring and Timeline/Milestone Plan
7. Budget Narrative

# CDL Program Self-Assessment (Section D. 2.2 (a))

- SDLAs required to have a CDL program assessment
- Include components outlined in the NOFO

## a. Introduction

Include a description of the goal(s)/purpose(s) intended to be accomplished within the application and reference the applicable program priority(ies) (See Section A) for the project. The introduction must also include a discussion of the organizational capacity of the entity: an overview of the organization's structure and a description of sufficient resources to be successful in administering the proposed projects.

### **For SDLA Applicants Only: CDL Program Self-Assessment (Program Overview)**

Applications from SDLAs must include a CDL program self-assessment, which may be included as part of the application's brief introduction. A separate, stand-alone document is not required. The CDL Program Assessment is a summary of key elements of the applicant's program and must include the following six components:

- A list of all open findings in the SCORE system, including the finding's citation and a brief description; the reason for the finding; the proposed resolution; and the expected date by which the finding will be closed.
- A list of all open CDLPI grant awards, including the award number, award amount, and purpose; progress made to date in achieving the award's objectives; remaining unexpended funding; the expected date of completion; *and how this application's requested funding does not duplicate their costs or activities.*

# Funding Restrictions (Section D-6)

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- **Bonus costs are not a necessary expense under FMCSA awards**
  - 2 CFR part 200, subpart E; 2 CFR 200.403-200.405
- **The rent, lease, or buying of land or buildings is NOT an allowable cost**
- **Indirect Cost (IDC) Agreement Requirement**
  - 2 CFR 200.414(c)
  - Current period IDC agreements must be submitted within 90 days of acceptance of the award. If not, **indirect cost rate will** not be reimbursed that fiscal year. It will be allowed the following fiscal year with a current period IDC agreement.



# Eligibility Criteria (Section E.1.a)



## SECTION E – APPLICATION REVIEW INFORMATION

### 1 Criteria

#### 1.1 Eligibility Criteria

FMCSA will first screen all applications received by the due date to determine if the application is eligible. In addition to the eligibility criteria under Section C, FMCSA will review the application for the following criteria.

Eligibility Criteria:
1. Was the application submitted by the deadline?
2. Was the application submitted by an eligible applicant?
3. Is this application a duplicate submission as confirmed by the applicant?
4. Was the Application for Federal Assistance (SF-424) completed?
5. Was the Budget information for Non-Construction form (SF-424A) completed?
6. Was the Assurances for Non-Construction form (SF-424B) completed?
7. Was the grants.gov Certification Regarding Lobbying form completed?
8. Was the Disclosure of Lobbying activities form (SF-LLL) completed?
9. Do the Key Contact forms include PL/PD and ADO contact information?
10. Was a current IDC agreement included in the application? (if applicable)
11. Does the application include a complete Budget Narrative?
12. Does the application include a complete Project Narrative?
13. Does the project support the purpose of the CDLPI grant program and statutes?
14. Does the application include an approved or draft Title VI Compliance Plan and Assurance, or an updated previously approved Plan?

# Application Review Information

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## Section C. 3

A complete application includes:

- The application was submitted by the deadline (April 19, 2024 by 5:00 PM ET)
- The application was submitted by an eligible applicant, as described in Section C.1.
- The application has a completed SF-424, SF-424A, and SF-424B
- The application has a completed Grants.gov Certification Regarding Lobbying form.
- The application has a completed Lobbying activities (SF-LLL) form, if applicable.
- The application includes a complete Budget Narrative and Project Narrative.
- The application's projects support the purpose of the CDLPI grant program and statutes.

# Application Review Information (Section E)

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## Merit Evaluation Criteria (Section E. 1.2)

- FMCSA subject matter experts will review all eligible applications using the following Merit Evaluation Criteria:
  - Technical Merit Criteria
  - Budget Review/Cost Analysis Criteria
  - Program-Specific Criteria
  - Past Performance Criteria
  - Other Review Information
    - **Racial Equity and Climate Change & Sustainability**

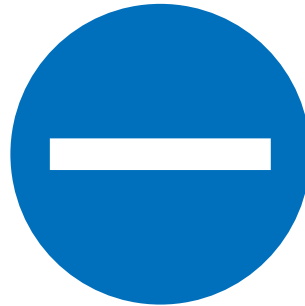
# Merit Review Rating

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FMCSA prioritizes applications using the ratings below based on the applicability of the Merit Criteria and other preferences to the application.



**Highly  
Responsive**



**Responsive**



**Not  
Responsive**

---

# FFR & PPR Reporting (Section F-3)

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- **Recipients will submit Quarterly electronically through GrantSolutions:**
  - Federal Financial Report (SF-425)
  - Performance Progress Reports (SF-PPR)
- **Recipients must submit requests for reimbursement electronically through the Delphi eInvoicing System (iSupplier)**



U.S. Department of Transportation  
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# CDLPI Grant Application Template

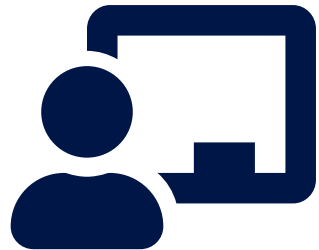


# CDLPI Grant Application Template

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- Having a complete project plan and budget narrative are a critical pieces of the CDLPI Grant application
- FMCSA is providing a template to help applicants produce detailed project plans and budget narrative to apply for the CDLPI Grant more efficiently

## The application template is intended to:



**Help applicants**  
produce more  
detailed project and  
budget plans



**Simplify the project  
plan element** by  
providing selection  
options and narrative  
fields to address project  
plan requirements



**Streamline the  
process** for FMCSA's  
Merit Review Process

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# CDLPI Grant Project Plan Template



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## Project Plan

An applicant may create up to FOUR project plans using this CDLPI Project Plan Template. Any additional project plans must be submitted through a separate CDLPI Project Plan Template. Click on a project heading below to expand each section.

### Project 1

#### Project 1: Title

Provide a project title. This should match the project title provided in the Grant Program

#### Project 1: Program Area

Select the program area that best describes the project from the dropdown menu.

Select Program Area

- CDL Testing and Issuance
- CDL Disqualification, Downgrading, and Masking Prevention
- CDL Program Operation & Maintenance
- CDLPI High Priority/Emerging Issues Projects**

CDLPI High Priority/Emerging Issues Projects may be implemented by States, local governments, and other entities capable of executing national projects that aid States in their compliance efforts and improving the national CDL program.

#### Project 1: Performance Indicator(s)

FMCSA will assess to what extent a CDLPI Grant meets its performance goals outlined in the indicators related to the project goals (which will vary depending on which of the national p

#### Project 1: Grant Program

Select whether this is a CDLPI Basic Project or a CDLPI High Priority/Emerging Issues Project.

**CDLPI Basic Projects**

CDLPI Basic Projects are only applicable to State agencies. Applications should support the development, implementation, and compliance sustainment with provisions in 49 CFR parts 383 and 384.

**CDLPI High Priority/Emerging Issues Projects**

CDLPI High Priority/Emerging Issues Projects may be implemented by States, local governments, and other entities capable of executing national projects that aid States in their compliance efforts and improving the national CDL program.

#### Project 1: NOFO Priority (High Priority/Emerging Issues)

Select which CDLPI High Priority/Emerging Issue this application supports. See NOFO for further details.

**Reducing CDL skills testing delays and wait times**

Applications that support reducing CDL skills testing delays and wait times to include skills examiners training and outreach on school bus driver testing requirements.

**Recognizing, preventing and reporting of human trafficking with the focus on CDL drivers**

Applications that support activities related to recognition, prevention, and reporting of human trafficking with a focus on CMV drivers who hold CDLs; must not duplicate the purpose of other Federal funding sources (i.e., FMCSA High Priority funding or Department of Justice programs).

**Conducting a systematic review of a State's CDL program with recommended improvement actions**

Applications for projects to **conduct a systematic review of a State's CDL program with recommended improvement actions** to enable the State to support its Annual State Certification of Compliance as required by 49 CFR § 384.305. Such projects are intended to strengthen compliance with 49 CFR parts 383 and 384 by analyzing the State's performance in one or more of the following three major review areas: Operational, Data Reconciliation, and Legal Sufficiency by either internal State auditors or through a sub-award or contract to an entity that has demonstrated its knowledge, skills and abilities to evaluate an SDLA's compliance with Federal regulations. See NOFO Section A. 4. ii. b. 3. for the full project type description.

**Improving compliance through the use of proven tools or developing new tools**

Applications that will benefit the national CDL Program by **improving compliance through the use of proven tools or developing new tools** that can be



# CDLPI Grant Budget Narrative Template

**Budget Narrative** 98

Applicant Name:  PDF Preview

Summary Personnel Fringe Benefits Travel Cost Equipment Cost Supplies Cost Contractual Cost Others Indirect

## What is a Budget Narrative?

The budget narrative explains the “what,” “how,” and “why” of each line item cost to achieve the proposed project goals and objectives. It should also explain in detail how each cost is reasonable and allocable.

The budget narrative should be clear, specific, detailed, and mathematically correct to the nearest whole dollar. Please ensure the budget narrative totals match the SF-424A.

FMCSA reviews the budget narrative to confirm that costs are allowable, allocable, and an effective management tool; a budget that doesn't represent a project's need for financial performance over the life of the project. The budget narrative serves a number of purposes:

- Describes your need for or the necessity of an expense, and what cost allocation is appropriate.
- Documents how reasonable the request is and conveys your judgment as well as the resources.
- Helps FMCSA review high-risk cost items to determine funding; and
- Describes how much of each cost will be provided by Federal funding. Includes a breakdown of the cost by project.

## Budget Summary

	Project 1	Project 2	Project 3
Personnel	\$525,000	\$	\$
Fringe	\$78,750	\$	\$
Travel Cost	\$3,000	\$	\$
Equipment Cost	\$100,000	\$	\$

Summary Personnel Fringe Benefits Travel Cost Equipment Cost Supplies Cost Contractual Cost Others Indirect

**Personnel:** Personnel costs are salaries for employees working directly on a grant project. Only include costs for personnel employed by your organization. Costs should be consistent with those paid for similar types of work within the organization. Individuals not employed by your organization will be classified as either a sub-recipient or contractor. See the contractual object class for additional information.

FMCSA evaluates the personnel budget narrative to determine whether the proposed number of personnel is appropriate and includes sufficient staffing to meet the project objectives. The proposed effort should be consistent with the effort required by the project plan. The labor mix should be consistent with the caliber of effort – professional/nonprofessional/clerical – required by the grant project plan. FMCSA also reviews the personnel budget to determine whether or not the salary ranges proposed are reasonable.

Add Row Filter By Project  Filter By Year

Project	Year	Position(s)	# of Staff	% of Time on Grant project	Annual Salaries	Total Cost
Project 1	1	Supervisor	1	100	150000	\$150,000
Project 1	1	Staff	10	50	75000	\$375,000

**Sub-Total**

## Budget Narrative

### Project 1

Personnel costs are salaries for employees working directly on a grant project. Only include costs for personnel employed by your organization. Costs should be consistent with those paid for similar types of work within the organization. Individuals not employed by your organization will be classified as either a sub-recipient or contractor. See the contractual object class for additional information.

# CDLPI Grant Application Template

## We need your help!

This template is available for anyone who would like to utilize it.

The volunteer users will:

- Participate in a webinar where we will walk you through the template and process.
- Use the template to draft your project and budget plans.
- Give us feedback on the template and the process.

Your feedback will help shape the process all applicants may follow for submitting CDLPI Grant applications in the future.

If your Entity would like to utilize the template, please [register](#) for the training session that will be held on **March 19 from 12:30-1:30 pm ET**:



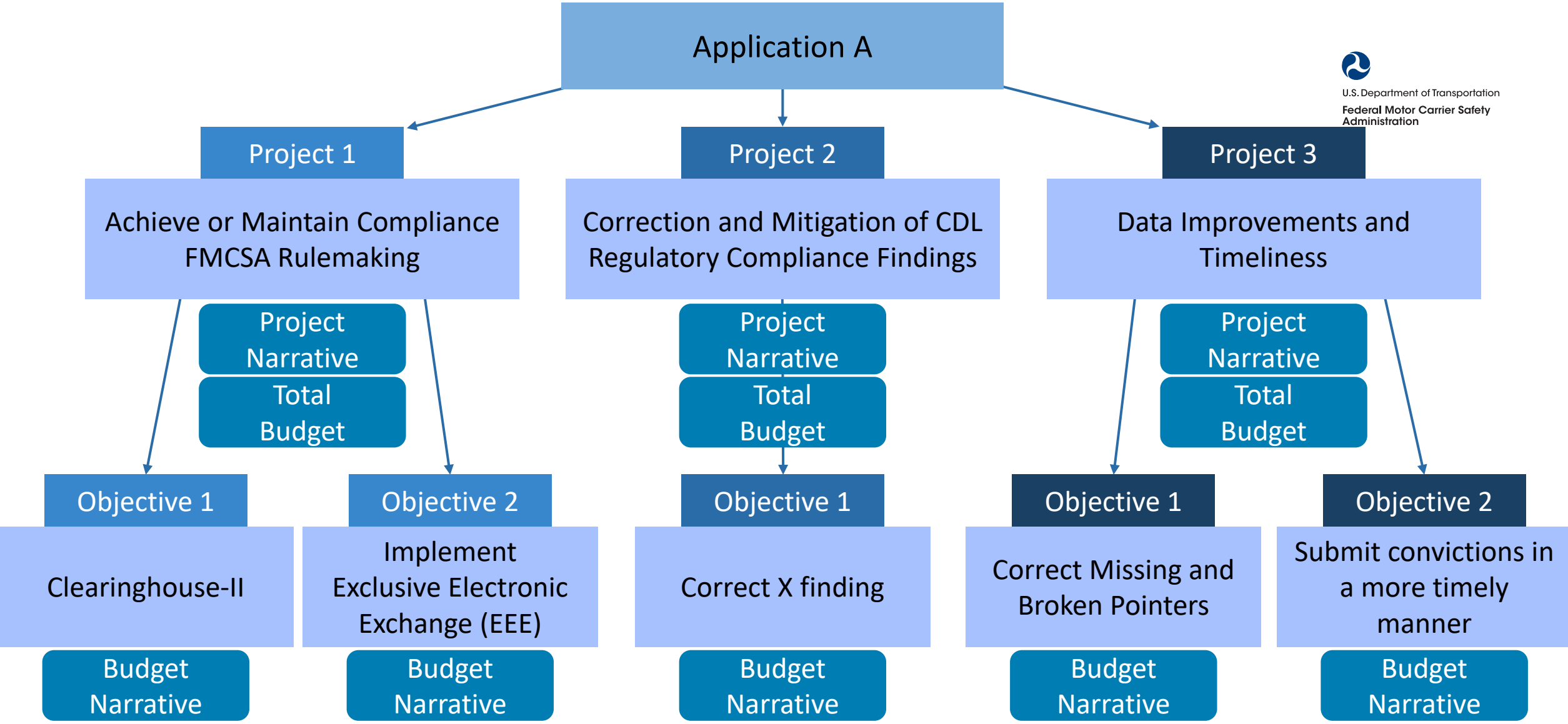
Using this template will not adversely affect the consideration of your application. Every effort will be made to treat applications submitted through the traditional method and using the new template on equal footing.



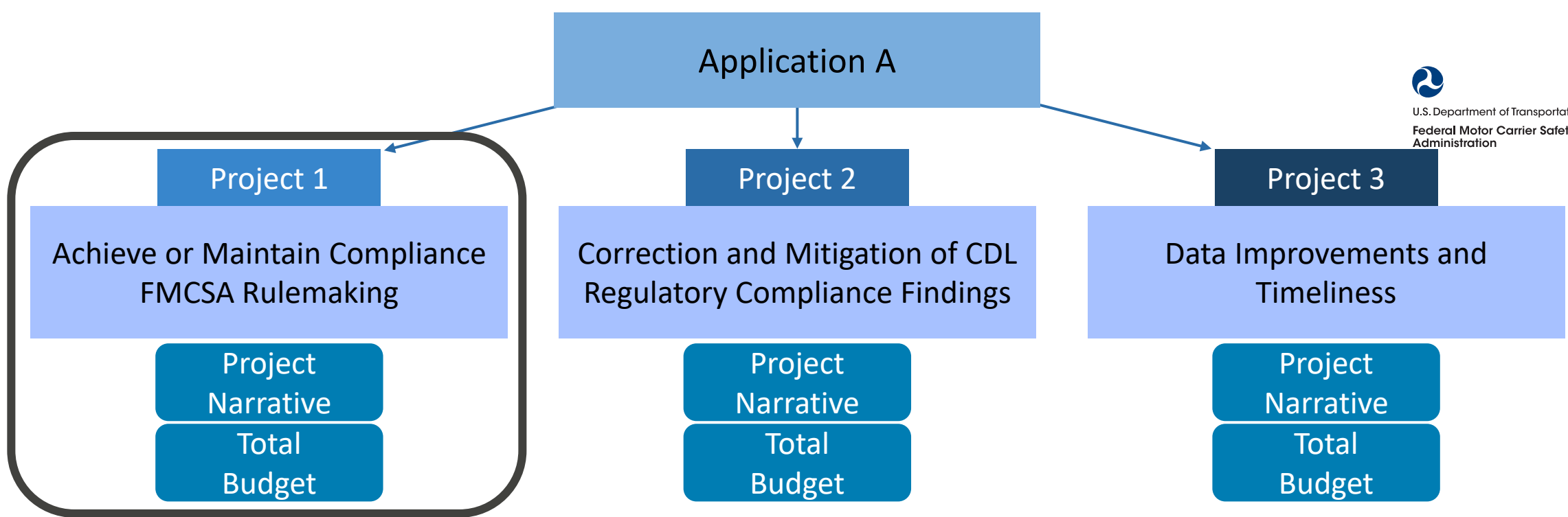
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# Performance Based Project Planning & Budgeting





*Good performance-based plans allow you to measure progress and demonstrate successful outcomes.*



## What is a Project?

- A project **may consist of one or more priorities** that work toward achieving a defined goal. If an applicant chooses to propose multiple projects within a single application, each project must contain:
  - A distinct title
  - A separate and distinct project narrative
  - A comprehensive budget, which reflects total of multiple budget narratives, if applicable

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Project  
Narrative

Total  
Budget

Objective 1

Objective 2

Clearinghouse-II

Implement  
EEE

Budget  
Narrative

Budget  
Narrative

- Project(s) and objective(s) should reflect priorities as outlined in the NOFO

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Project  
Narrative

Objective 1

Clearinghouse-II

Objective 2

Implement  
EEE

## What should the **Project Narrative** include? (NOFO Section D-2)

1. Introduction  
Self-Assessment (SDLAs only)
2. Problem Statement
3. Performance Objective
4. Program Activity Plan
5. Performance Measurement Plan
6. Monitoring Plan
7. Budget Narrative



*Page limit for total application is 35 pages  
(40 for SDLA applicants)*

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Objective 2

Implement  
EEE

## What should the Project Narrative include?

### 1. Introduction

- Explain the project purpose
- Include what specific NOFO priorities the project will address
- **Note:** SDLAs required to have a CDL Program Self-Assessment

### EXAMPLE

*“The SDLA’s project purpose is to implement two FMCSA rulemakings that fall under CDLPI priority 1 to achieve compliance with FMCSA rulemakings. The two rulemakings are: 1) implementing mandatory CDL downgrade and non-issuance requirements by November 18, 2024, as required by the Drug and Alcohol Clearinghouse-II final rule and 2) ensure that all convictions and withdrawals are exclusively exchanged electronically. If the State does not complete all related activities by the rulemaking’s compliance dates, a finding will be generated in SCORE and the State will not be able to act upon the data that is required to be sent or received from other jurisdictions and applied to Driver History Records.”*



Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Objective 2

Implement  
EEE

## What should the Project Narrative include?

### 2. Problem Statement

- Quantitative description of the issue the project will address
- Include baseline data and targeted outcome
- Include 49 CFR regulatory citation

### EXAMPLE

*“Our State driving licensing IT systems have not been updated to comply with FMCSA CDL rulemakings that will affect the State’s compliance with 49 CFR. Specifically, implementation of the Clearinghouse-II final rule and EEE rulemaking. The programming requirements for Clearinghouse-II are required to be completed and implemented by November 18, 2024, per 49 CFR parts 382, 383, and 384.”*

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Objective 2

Implement  
EEE

## What should the Project Narrative include?

### 2. Problem Statement

- Quantitative description of the issue the project will address
- Include baseline data and targeted outcome
- Include 49 CFR regulatory citation

#### ***Consider the following data sources:***

- State Compliance Records Enterprise (SCORE) System
- CDLIS Reports
- Regulatory citation
- Enforcement and Crash Statistics data in A&I Online
- Internal reports from your State or organization (including judiciary reports)
- Other data sources to be determined by each entity

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Objective 2

Implement  
EEE

## What should the Project Narrative include?

### 3. Performance Objective(s)

- Describe the anticipated project outcome, with quantitative data, as appropriate
- **SMART:** Specific, Measureable, Achievable, Realistic, and Time bound

#### EXAMPLE

*“The State must complete all regulatory requirements to implement the mandatory CDL downgrade and non-issuance for individuals listed as “prohibited” in FMCSA’s Drug and Alcohol Clearinghouse, as defined by 49 CFR 383.73, 384.225, and 384.235. The programming in order to implement the rulemaking involves not only the regulatory requirements in State rules and regulations, but also the updating of the IT system to be able to query data from the Clearinghouse and receive notifications from the Clearinghouse system.”*

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Activity 1	Hire 2 programmers to automate queries and receive machine-to-machine notifications
Activity 2	Conduct scenarios in test environment before going live
Activity 3	Update automated letters to be sent to downgraded drivers

## What should the Project Narrative include?

### 4. Program Activity Plan

- May have multiple activities required to achieve the performance objective
- Each activity must have a quantifiable output to measure and report movement against the baseline established

#### EXAMPLE

*“The State must hire additional personnel to complete the required programming and, which is estimated to take **700 programming hours**, in order to update the IT system to automatically query the Clearinghouse before completing a commercial transaction, to receive notifications sent from the Clearinghouse system, and to generate letters to individuals that are prohibited from operating a CMV due to violation in 49 CFR part 382, subpart B.”*

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Activity  
1

Hire 2 programmers to automate  
queries and receive machine-to-  
machine notifications

Activity  
2

Conduct scenarios in test  
environment before going live

Activity  
3

Update automated letters to be  
sent to downgraded drivers

## What should the Project Narrative include?

### 5. Performance Measurement Plan

- Explain how progress toward the performance objective will be measured (hours, number of drivers tested, conviction posting timeliness, etc.)
- Include key milestones and timelines

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Activity 1	Hire 2 programmers to automate queries and receive machine-to-machine notifications
Activity 2	Conduct scenarios in test environment before going live
Activity 3	Update automated letters to be sent to downgraded drivers

## What should the Project Narrative include?

### 5. Performance Measurement Plan

#### EXAMPLE

*“The SDLA will monitor all activities and outcomes in relation to the original baselines and timelines established in the project plan and report at least quarterly. The Project Manager will accumulate bi-weekly at a minimum: 1) the number of hours the programmers have dedicated to a) automating Clearinghouse queries, b) receiving Clearinghouse notifications, c) automating of the DACH letters, and d) any additional programming hours resulting from the staff test case results; 2) the hours the Disqualification Supervisor and helpdesk staff have dedicated to a) testing the queries and notification functionality and b) reviewing the automated letters generated; and 3) the number of scenarios tested and the results of each test, i.e. successful vs. not successful, including the automated letter being accurate.”*

Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Objective 1

Clearinghouse-II

Activity  
1

Hire 2 programmers to automate queries and receive machine-to-machine notifications

Activity  
2

Conduct scenarios in test environment before going live

Activity  
3

Update automated letters to be sent to downgraded drivers

## What should the Project Narrative include?

### 6. Monitoring Plan

- Explain the method that will be used to monitor the project's progress

#### EXAMPLE

*"The CDL Coordinator will be assigned as the **Project Manager (PM)** to ensure that the projects are completed by the compliance dates. The project timeline and milestones will be monitored by holding at least monthly meetings with the project staff. **PM will update timeline and milestones** as the project progresses and provide to the FMCSA Division office. The **project manager will be responsible for completing all quarterly reports** timely and submitting to FMCSA."*

# Application A

## Project 1

Achieve or Maintain Compliance FMCSA Rulemaking

## Objective 1

Clearinghouse-II

Activity 1	Hire 2 programmers to automate queries and receive machine-to-machine notifications
Activity 2	Conduct scenarios in test environment before going live
Activity 3	Update automated letters to be sent to downgraded drivers

Total Budget

- b. **SF-424A - Section A – Budget Summary** shows the 85 percent Federal share, 15 percent non-Federal share, or the 100 percent Federal share, and the total cost per project. Section A must be completed.
- c. **Section B – Budget Categories** captures total amount per object class categories, both federally funded and matching share, as applicable. In the column headings (1) through (4), enter the titles, that match narrative title, for each of the proposed projects. **If five or more projects are proposed, download an additional SF-424A from Grants.gov.** Please note, the SF-424A covers the life of the project costs, and not just the first year (as stipulated in the SF-424A instructions). Section B must be completed.

Budget Narrative

Object Class Category 1	Personnel
Object Class Category 2	Fringe
Object Class Category 3	Contractual



# Application A & Budgeting

## Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

## Objective 1

Clearinghouse-II

**Activity 1** Hire 2 programmers to automate queries and receive machine-to-machine notifications

**Activity 2** Conduct scenarios in test environment before going live

**Activity 3** Update automated letters to be sent to downgraded drivers

Total Budget

Budget Narrative

Object Class Category 1 Personnel

Object Class Category 2 Fringe

Object Class Category 3 Contractual

# Application A

## Project 1

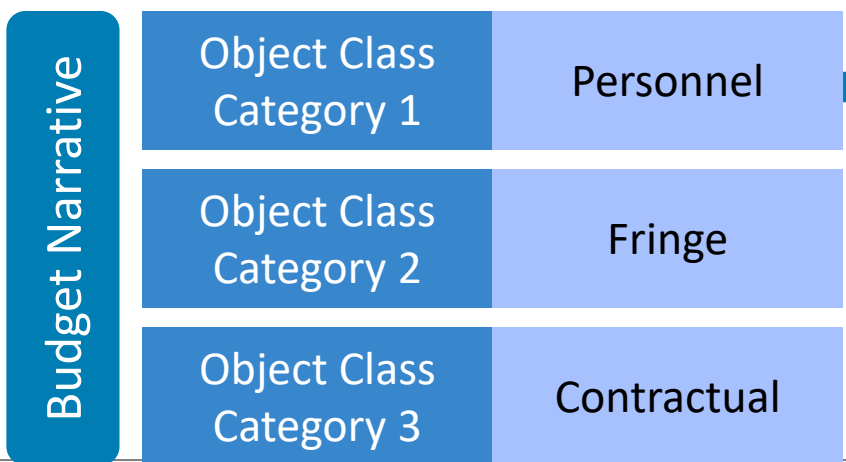
Achieve or Maintain Compliance  
FMCSA Rulemaking

### Objective 1

Clearinghouse-II

- Activity 1** Hire 2 programmers to automate queries and receive machine-to-machine notifications
- Activity 2** Conduct scenarios in test environment before going live
- Activity 3** Update automated letters to be sent to downgraded drivers

Personnel Budget Narrative				
Position(s)	# of Staff	% of Time on Grant project	Annual Salaries	Total Cost
ITS 4	2	40%	\$80,000	\$64,000
Supervisor, Disqualification. Section	1	10%	\$80,000	\$8,000
CDL Helpdesk DL Specialists	5	25%	\$50,000	\$62,500
<b>Sub-Total Personnel</b>				<b>\$134,500</b>
<p><i>Two ITS 4 programmers will be dedicated 40% of their time to programming for DACH compliance rule, which is estimated to be 1,664 hours in total (2080 annual work year hours x 40% of time x 2 personnel) with an annual salary average of \$80,000.</i></p> <p><i>The supervisor of disqualification section will be testing the programming changes and estimates it will take 208 hrs. (2080 annual work hrs. x 10% x1) with an average annual salary of \$80,000.</i></p> <p><i>Five CDL Helpdesk personnel will be reviewing/updating letters notifying prohibited drivers of downgrades in support of the DACH rulemaking for the first year of implementation which is estimated to be 2600 hrs. (2080 annual work hrs. x 25% x5).</i></p>				



Remember, no cents!  
Round to the nearest dollar.

# Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Total Budget



U.S. Department of Transportation  
Federal Motor Carrier Safety  
Administration



BUDGET INFORMATION - Non-Construction Programs						
SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. 2021 CDLPI-Basic	20.232			\$1,600,938.70		\$1,600,938.70
2.						
3.						
4.						
5. Totals				\$1,650,938.70		\$1,650,938.70
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1) 2021 CDLPI-Basic	(2)	(3)	(4)		
a. Personnel	\$541,279.70				\$541,279.70	
b. Fringe Benefits	\$292,619.00				\$292,619.00	
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual	\$767,040.00				\$767,040.00	
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)	\$1,600,938.70				\$1,650,938.00	
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$1,600,938.70				\$1,650,938.00	
7. Program Income						

# Application A

Project 1

Achieve or Maintain Compliance  
FMCSA Rulemaking

Total Budget



## BUDGET INFORMATION - Non-Construction Programs

### SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. 2021 CDLPI-Basic	20.232			\$1,600,938.70		\$1,600,938.70

OMB Approval No. 4040-0006

Expiration Date: 02/28/2022

## BUDGET INFORMATION - Non-Construction Programs

### SECTION A - BUDGET SUMMARY

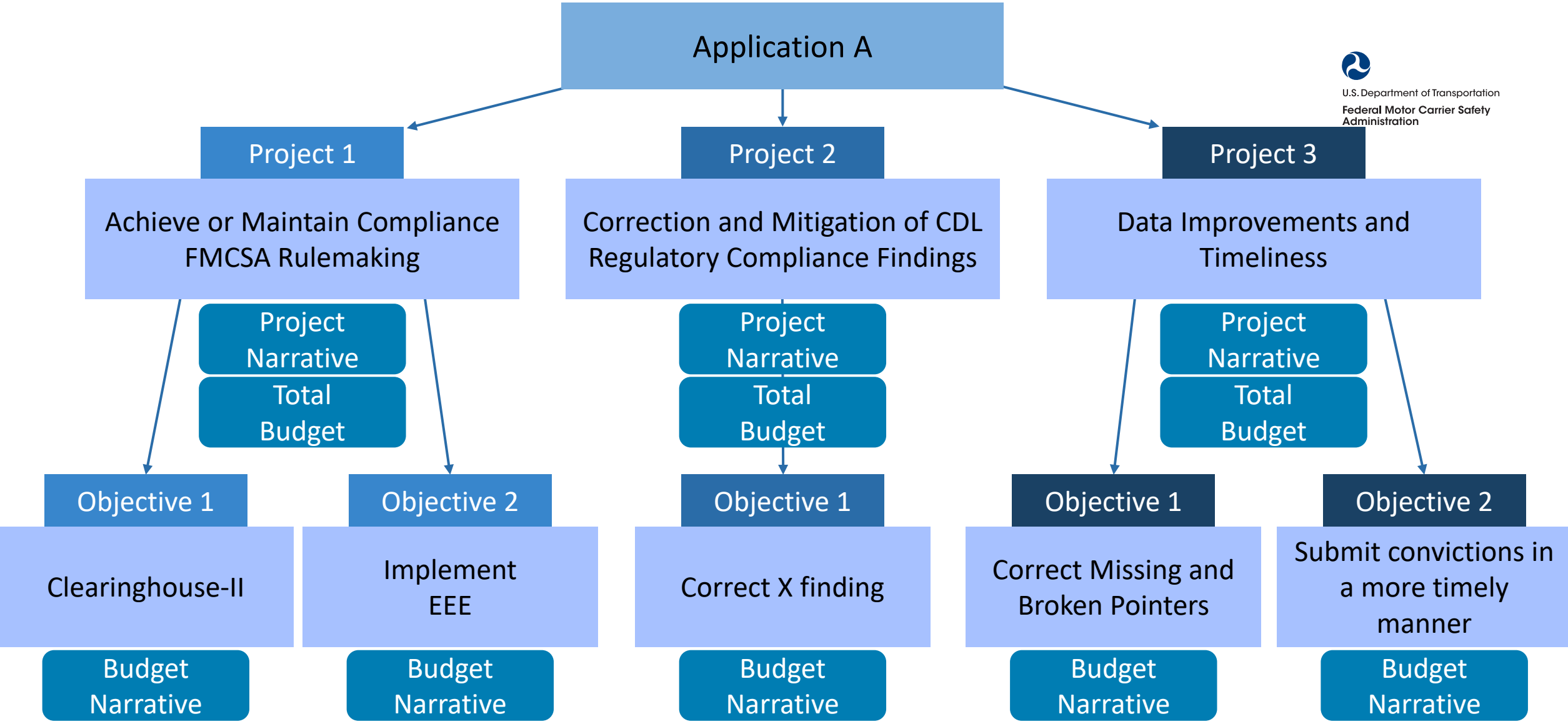
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. 2021 CDLPI-Basic	20.232			\$1,600,938.70		\$1,600,938.70
2.						
3.						
4.						
5. Totals				\$1,650,938.70		\$1,650,938.70

### SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1) 2021 CDLPI-Basic	(2)	(3)	(4)	
a. Personnel	\$541,279.70				\$541,279.70
b. Fringe Benefits	\$292,619.00				\$292,619.00

Don't forget to round to full dollar amount!

79.70



*Good performance-based plans allow you to measure progress and demonstrate successful outcomes.*

# FY 2024 CDLPI Grant Resources

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- **Grants Management Training**
  - <https://ai.fmcsa.dot.gov/Grants/GrantManagement.aspx>
- **CDLPI Grant Resource Guide**
  - [https://ai.fmcsa.dot.gov/downloadFile.axd?file=Grants\\_Management\\_CDLPI\\_Resource\\_20190628.pdf](https://ai.fmcsa.dot.gov/downloadFile.axd?file=Grants_Management_CDLPI_Resource_20190628.pdf)
- **CDLPI Grant General Information**
  - <https://ai.fmcsa.dot.gov/Grants/CDLPI.aspx>
- **CDLPI Grant Application Best Practices**
  - [https://ai.fmcsa.dot.gov/downloadFile.axd/CDLPI\\_Best\\_Practices\\_20190628.pdf](https://ai.fmcsa.dot.gov/downloadFile.axd/CDLPI_Best_Practices_20190628.pdf)
- **Tips for Completing Your CDLPI Grant Application**
  - [https://ai.fmcsa.dot.gov/downloadFile.axd?file=Tips-for-Completing-CDLPI-Grant-App\\_508.pdf](https://ai.fmcsa.dot.gov/downloadFile.axd?file=Tips-for-Completing-CDLPI-Grant-App_508.pdf)

# FY 2024 NOFO Contacts

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- **Financial/Application Concerns**

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- **Programmatic Concerns**

- CDL Grant Mailbox  
[CDLgrants@dot.gov](mailto:CDLgrants@dot.gov)
- Isabella Marra  
[Isabella.Marra@dot.gov](mailto:Isabella.Marra@dot.gov)

- **General Information: FMCSA Grants Management Office**

- [FMCSA\\_GrantMgmtHelpdesk@dot.gov](mailto:FMCSA_GrantMgmtHelpdesk@dot.gov)







**THANK YOU**

