

Commercial Driver's License Program Implementation (CDLPI) Grant Resource Guide

Objective



This document provides a listing of resources for Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Program Implementation (CDLPI) Grant applicants and award recipients. It contains links to available policy guidance, websites, forms, and training needed to complete each phase of the grants management lifecycle. This Guide can be used as a supplement to the Grants Management eLearning Series.

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Grants Management Process

This section includes resources that introduce the applicant to FMCSA grants and the grants management lifecycle.

Phase 1

Eligibility & Notice of Funding Opportunity (NOFO)

This section contains resources that provide eligibility requirements for the CDLPI Grant and information in the Notice of Funding Opportunity (NOFO).

Phase 2

Application Submission Resources

This section contains the various websites an applicant will need in order to apply for the CDLPI Grant, as well as policy guidance for completing the application.

Phase 3

Award Determination Resources

This section includes resources necessary to accept the grant award.

Phase 4

(Part A) Implementation & Management Resources

This section contains resources for implementing the CDLPI Grant, including the reporting requirements.

(Part B) Audits & Compliance Issues Resources

This section contains resources that explain scenarios in which a grantee will be required to undergo an audit, and the policy guidance on how to handle that situation should it arise.

Phase 5

Grant Close-Out Resources

This section contains the resources needed to close out the grant.

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Introduction to the Grants Management Process

General Resources

FMCSA Grants and Financial Assistance: The FMCSA Grants and Financial Assistance section of the FMCSA website provides an introduction to all FMCSA grants as well as training resources, application resources, and information on deadlines and restrictions.

Legislation, Regulation, and Policy

SAFETEA-LU (Safe, Accountable, Flexible Transportation Equity Act: A Legacy for Users, 2005): Legislation that authorized FMCSA to establish the CDLPI Grant and the Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant, and continued other FMCSA grant programs.

MAP-21 (Moving Ahead for Progress in the 21st Century, 2012): Legislation that authorized FMCSA to amend SAFETEA-LU provisions concerning the CDLPI Grant.

FAST Act (Fixing America's Surface Transportation Act, 2015): Legislation that authorized FMCSA to consolidate several previously standalone grant programs into two—the Motor Carrier Safety Assistance Program (MCSAP) formula grant and the High Priority (HP) discretionary grant—and amend provisions to other grants.

Title 2 of the Code of Federal Regulations Part 200 (Uniform Guidance): The Uniform Guidance of 2014 streamlined Federal grant administration by combining previous guidance into a single set of regulations for all Federal grants. The Uniform Guidance directs the use of grant funds and streamlines grant administration through each step of the process, from grant processing to close-out.

Training

eLearning: Introduction to the Grants Management Process: This eLearning course explains FMCSA's mission and provides a high-level overview of the Uniform Guidance and the grants management lifecycle.

FMCSA Grant Management Manual*: This manual provides grantees with basic resources and knowledge of grants management to assist them in applying for and managing FMCSA grants. The term “grant” is used throughout this manual to refer to both grants and cooperative agreements, unless stated otherwise.

**Please note that this is currently in the process of being revised.*



Phase 1: Eligibility & Notice of Funding Opportunity (NOFO)

General Resources

Grants.gov: The resource for learning about funding opportunities and reviewing grant application eligibility. Grants.gov also has training materials, tips, and other resources that will help the applicant successfully navigate the grants process in Grants.gov. The NOFO Funding Conference webinar date and information will be posted to Grants.gov for potential applicants to attend to review the NOFO for that year and allow for questions and answers. These will then be posted to Grants.gov for those who were not able to attend.

- **Subscribe to Grants.gov:** Subscribe to Grants.gov to receive updates when a new funding opportunity is posted, sorted either by Catalogue of Federal Domestic Assistance (CFDA) number or by Agency. Each grant program has a unique CFDA number. The CFDA number for the CDLPI Program is 20.232.

FMCSA Grants and Financial Assistance Page (CDLPI Grant): Provides an overview of the Commercial Driver's License Program Implementation (CDLPI) Grant, including related activities and projects, eligibility, the application and award process, eligible recipients and award selection, and awards-to-date by each fiscal year.

Commercial Driver's License Program Implementation (CDLPI) Grant Resource Guide—Continued

Legislation, Regulation, and Policy

Title 49 of the Code of Federal Regulations Part 383 and Part 384 (CDL Program): Parts 383 and 384 of Title 49 provide regulations for the Commercial Driver's License Program, including standards, requirements, and penalties.

Training

eLearning: Phase 1: Eligibility & Notice of Funding Opportunity (NOFO): This eLearning course focuses on Phase One of the grants management lifecycle, including available FMCSA grant opportunities and grant eligibility.

FMCSA Grant Management Manual*: This manual provides grantees with basic resources and knowledge of grants management to assist them in applying for and managing FMCSA grants. The term "grant" is used throughout this manual to refer to both grants and cooperative agreements, unless stated otherwise.

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Phase 2: Application Submission

General Resources

Dun & Bradstreet: A Data Universal Numbering System, or DUNS Number, is a unique number used by FMCSA to identify the applicant's organization. FMCSA uses the organizational DUNS Number in order to track the grant throughout the grant lifecycle. The applicant will need to register to receive a DUNS Number in order to begin the grant application. Registration typically takes 1-2 days.

System for Award Management (SAM) Registration: SAM is a web-based, government-wide application that collects, validates, stores, and disseminates information related to awards and grants for all Federal partners. FMCSA uses SAM to track the application via an organizational DUNS Number. SAM requires annual renewal of the applicant's SAM account, even if the applicant has the same DUNS Number. The applicant must establish an E-Business Point of Contact (Ebiz POC) within SAM at this time. This person will have the authority to designate Authorized Organization Representatives (AORs), which are persons permitted to submit applications in Grants.gov. Here, the applicant would also establish an Electronic Funds Transfer (EFT) account for their DUNS Number. The registration process in SAM takes 7-10 business days.

Grants.gov Registration: Grants.gov is a portal through which potential applicants find and apply for Federal grant opportunities. Here one can search for grant opportunities, check eligibility, fill out and submit an application, and track one's progress throughout the application process. Please note registration takes 2-4 weeks, as it requires validation with SAM.

- **Online User Guide:** For additional help with Grants.gov registration and the application process, please see the Grants.gov User Guide.

Grants Management Office Point of Contact: Applicants can reach out to the Grants Management Office for any questions regarding the application process by phone, (202) 366-0621, or email, FMCSA_GrantMgmtHelpdesk@dot.gov.

Forms

Application Forms: The FMCSA requires the applicant to fill out a family of forms for each grant for which they are seeking an award. These forms act as a cover page for the attachments required for the application and include the SF-424, SF-424A, SF-424B, Key Contacts form, and Disclosure of Lobbying Activities form (SF-LLL).

Commercial Driver's License Program Implementation (CDLPI) Grant Resource Guide—Continued

Legislation, Regulation, and Policy

Title 2 of the Code of Federal Regulations Part 200 Subpart C Pre-Federal Award Requirements and Contents of Federal Awards: Subpart C of the Uniform Guidance covers Notices of Funding Opportunities (NOFOs) (§200.203), Federal agency review of merit of proposals (§200.204), Federal awarding agency review of risk posed by applicants (§200.205), and the information contained in a Federal award (§200.210).

Title 2 of the Code of Federal Regulations Part 200- Subpart E Cost Principles: Subpart E of the Uniform Guidance provides detailed information on the allowable, allocable, necessary, and reasonable costs one is permitted to include with the grant application.

Training

eLearning: Phase 2: Application Submission: This eLearning course reviews the steps needed to register with the correct FMCSA grants management systems and introduces the overall grant application, including budget and costs.

Grants.gov Training: Grants.gov provides several video tutorials on the application process using Grants.gov.

Best Practices—Commercial Driver's License Program Implementation (CDLPI) Grant: The Best Practices job aid details the most effective strategies for writing each component of the CDLPI Grant application, including the problem statement, performance objective, program activity plan, performance measurement plan, and budget narrative.

FMCSA Grant Management Manual*: This manual provides grantees with basic resources and knowledge of grants management to assist them in applying for and managing FMCSA grants. The term “grant” is used throughout this manual to refer to both grants and cooperative agreements, unless stated otherwise.

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Phase 3: Award Determination

General Resources

GrantSolutions: GrantSolutions is the grants management solutions system developed by the Grants Center of Excellence (COE) to serve both grant-making agencies and award recipients. This tool imports data from Grants.gov and allows FMCSA to review grant applications, process awards, and transmit award notices. Applicants selected for grant funding will be registered for a GrantSolutions account by the Grants Management Office (GMO) and will be notified electronically by FMCSA through a Notice of Grant Agreement, or NGA. The grantee will then be asked to file an electronic signature acceptance through GrantSolutions before the end of the fiscal year. Only users with the correct role, Authorized Designated Official, are authorized to sign and accept the award in GrantSolutions. Please note, accepting the FMCSA grant is legally binding. Be sure to read the “Terms and Conditions” connected to the application before accepting the award in GrantSolutions.

Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System: Once the award is accepted, the grantee is obligated to capture and report all sub-contracts and sub-grants awarded in the Federal Funding Accountability and Transparency Act Subaward Reporting System. For more information on status as a prime contractor or prime grant recipient, please see the FFATA website.



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Training

eLearning: Phase 3: Award Determination: This eLearning course explores the four steps of the Merit Review process, introduces the Notification of Grant Agreement, or NGA, and explains how to officially accept the grant, if awarded.

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Phase 4 (Part A): Implementation & Management

General Resources

GrantSolutions: The Federal Financial Report (FFR) or SF-425 must be submitted via GrantSolutions on a quarterly basis. Please note that the Performance Progress Report (PPR) must be emailed to the FMCSA Division Administrator or Program Officer.

Field Office Points of Contact: Points of Contact for the division offices can be found here for any questions with the implementation and management process. Be sure to contact the appropriate program office (e.g., CDL Program).

Forms

Post-Award Forms: Grantees are required to submit quarterly program performance and financial reporting on the Performance Progress Report (PPR) and Standard Form-425 or Federal Financial Report (FFR), [copies found here](#). Forms can also be filled out directly through GrantSolutions. The FFR (SF-425) must be submitted through GrantSolutions and the PPR must be emailed to the FMCSA Division Administrator or Program Officer.

Legislation, Regulation, and Policy

Title 2 of the Code of Federal Regulations Part 200 Subpart D Post Federal Award Recipients: Subpart D of the Uniform Guidance covers performance measurement, financial management (including monitoring and reporting), program income, revision of budget plans, period of performance, sub-recipient monitoring and reporting, and record retention.

Training

eLearning: Phase 4 Part A: Implementation & Management: This eLearning course reviews performance, reporting, and amendments to grants after they have been awarded.

Delphi e-Invoicing Training (iSupplier): This page contains information on how to use the Delphi e-invoicing system, including an online training course. Grantees must complete the training available on the public website, as well as an FMCSA training PowerPoint. After training is completed, the grantee will receive instructions on how to register for the system.

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Phase 4 (Part B): Audits & Compliance Issues

General Resources

The Federal Audit Clearinghouse (Harvester): The Federal Audit Clearinghouse acts as a public database for completed audits and outlines the Single Audit Requirements.

Legislation, Regulations, and Policy

Title 2 of the Code of Federal Requirements Part 200 Subpart F Audit Requirements: Subpart F of the Uniform Guidance covers all of the audit requirements. It sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of non-Federal entities expending Federal awards.

Training

eLearning: Phase 4 Part B: Audits & Compliance Issues: This eLearning course reviews the Federal audit clearinghouse, identifies situations where the grantee will be required to undergo an audit and what to do if issues arise in an audit, and discusses other types of compliance issues.

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Phase 5: Grant Close-Out

General Resources

GrantSolutions: The final Federal Financial Reports (SF-425) must be submitted to GrantSolutions within 90 days of the grant's period of performance, or when all of the funding has been exhausted.

Field Office Points of Contact: Points of Contact for the division offices can be found here for any questions with the close-out process. Be sure to contact the appropriate program office (e.g., CDL Program).

Forms

Post Award Forms: Final versions of all financial forms, [copies found here](#), are required to be submitted within 90 days of the grant's period of performance, or when all of the funding has been exhausted. Forms can also be completed directly through GrantSolutions. The final FFR (SF-425) must be submitted through GrantSolutions, while the final PPR must be emailed to the FMCSA Division Administrator or Program Officer.

Legislation, Regulation, and Policy

Title 2 of the Code of Federal Regulations Part 200.313: Section 313 of the Uniform Guidance deals with property requirements such as the use, management, and disposition of equipment.

Title 2 of the Code of Federal Regulations Part 200.343: Section 343 of the Uniform Guidance specifies the actions the non-Federal entity and Federal awarding agency must take to complete the close-out process at the end of the period of performance.

Title 2 of the Code of Federal Regulations Part 200.333: Section 333 of the Uniform Guidance specifies the retention requirements for financial records, supporting documents, statistical records, and all other non-Federal records pertinent to a Federal award.

Title 2 of the Code of Federal Regulations Part 1201: Part 1201 of the Uniform Guidance supersedes and repeals the requirements of Title 49 Code of Federal Regulations Parts 18 and 19.

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Training

eLearning: Phase 5: Close-Out: This eLearning reviews the final steps required to fulfill the award obligation, including final invoices/reports, property requirements, and record retention.

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