

Tips for Completing Your CDLPI Grant Application

Check off each task as you work to complete your CDLPI Grant application:

- Start early.** Gathering the necessary information for submitting the CDLPI Grant application takes time and teamwork. Starting early gives you more flexibility in the event of unexpected changes or delay. As a reminder, FY 2021 CDLPI Grant applications are due on Monday, March 15, 2021 before 5:00 p.m. ET.
- Review the NOFO and Funding Conference slides.** The Notice of Funding Opportunity (NOFO) outlines the upcoming year's program information, priorities, and emphasis areas. The NOFO can be found on [Grants.gov](https://www.grants.gov). The opportunity number is FM-CDL-21-001.
- Know your resources.** The CDLPI Grant page (<https://ai.fmcsa.dot.gov/Grants/CDLPI.aspx>) has a variety of tools and training available to assist you in developing and successfully submitting your application.
- Consider previous years' comments.** Address feedback from previous submissions in advance for this year. You can find this in the NGA Terms and Conditions and/or correspondence from review and approval of project plans and budgets. In addition, FMCSA provides applicants a description of the issues discovered when applications are not funded.
- Ensure your application meets the criteria for a performance based plan.** Focus on identifying quantitative measurable objectives and activities that will be achieved by the funding requested.
 - Provide Problem Statements with specific data and information.** Data in Problem Statements should support the need for the project's goals and objectives outcome, provide the relevant 49 CFR regulatory citation, and establish a quantitative baseline to measure against. Remember to cite the source of the data.
 - Be SMART about Performance Objectives.** Performance Objectives must be Specific, Measurable, Achievable, Realistic, and Timebound. Including quantifiable benchmarks allows for a means to measure progress and demonstrate successful outcomes.
 - Identify quantifiable outputs for each activity in the Program Activity Plan.** You may have multiple activities that will support the overall objective identified. Each activity must have a quantifiable output to measure and report movement against the baseline.
- Develop a total Budget Summary that supports each Project Narrative, and Budget Narrative(s) that support each Performance Objective.** The Budget Narrative includes costs for all activities that fall under each objective, broken out by object cost category (SF-424A, Section B). The Budget Summary reflects the total budget for each project, and combines costs outlined for each objective into a comprehensive budget for that project (SF-424A, Section A).

When developing the budgets, make sure to:

 - Use **object classes** correctly. Equipment is \$5,000 or more per item unless agency policy defines differently. If so, include statement of such.
 - Round all budget lines/costs to the nearest **whole dollar** amount.
- Upload all required documents to Grants.gov.** Application packages must contain all required documentation in order to be considered for an award. Review the Application Package Requirement Checklist in Appendix A of the NOFO.
- Confirm your submission.** When submitting your application, ensure that you get two email confirmations from Grants.gov to validate the submission.

