

FY2022 CDLPI - Notice of Funding Opportunity (NOFO) Funding Conference

February 2, 2022



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



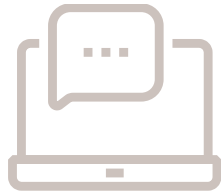
Agenda

- Commercial Driver's License Program Implementation (CDLPI) Grant Program Overview
- Title VI Compliance Program Information
- Highlights of the FY 2022 Notice of Funding Opportunity (NOFO)
- CDLPI Performance Based Application Structure
- Resources and Contacts
- Q&A

CDLPI Grant Program Overview



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**



States to achieve compliance with **FMCSA regulations** concerning Driver's Licensing standards and programs



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)

- FY2022 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)
 - Instructions are provided under Section B of the NOFO under the section heading entitled “Standard Title VI/Nondiscrimination Program Assurance and Plan Title VI Assessments”
 - The updated Plan must be submitted to Mr. Lester Finkle, FMCSA National Title VI Program Manager, prior to the Federal financial assistance application submission deadline (5 PM EST February 28, 2022)
 - **To begin this coordination**, please contact Mr. Lester Finkle, FMCSA National Title VI Program Manager, at lester.finkle@dot.gov



Please do not include the Title VI Program Compliance Plan when submitting the application.

Highlights of the FY 2022 NOFO



CDLPI Award Performance Goals (Section A-3)

- **Data Sources**

- Baseline Data –quantifiable and qualitative
- FMCSA will evaluate the applications performance goals by examining:
 - State Compliance Records Enterprise System (SCORE)
 - 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

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:



Full Compliance



Issuance of CDL/CLPs



Timeliness



Data Quality



Innovative Approach

FY 2022 National Priorities (Section A-4)

- **Basic Project Priorities- SDLA's**

- Implementing CDL related regulatory rulemakings
 - IT System programming-Implementation by Compliance Date
 - Hiring Personnel to ensure sufficient staff to implement rules
- Correcting CDL regulatory findings
 - Identified through Annual Program Reviews and/or Internal State led Reviews
- Improving CDL data elements timeliness, completeness and accuracy
- SDLA partnerships efforts that lead in increased compliance
 - Multi-jurisdictional partnerships
- Operation & Maintenance projects-lowest priority

FY 2022 National Priorities (Section A-4)

- **High Priority/Emerging Issues Priorities**

Must be capable of Executing National Projects that aid States in their Compliance efforts & Improving National CDL Program

- Reducing CDL skills testing delays and wait times
- Projects supporting the Department's trucking action plan/supply chain initiatives to increase the number of CDL holders that are available to operate commercial motor vehicles
- Review and evaluation of access to CDL Services in underserved communities, including affordability of CDL licensing fees; accessibility to SDLA's for services i.e. providing MEC, credential issuance and renewal, testing: knowledge and skills; equitable adjudication of administrative complaints

Federal Award Information- Section B

- **Funding**

- Authorized up to \$57,800,000
 - 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
 - 9/30/2026



Due Date: Monday, February 28, 2022 by 5:00 PM Eastern

Eligibility Information (C-1)

- Eligible Applicants:
 - SDLA's
 - Other State Agencies
 - Non-State Organizations
- Federal Funding 100%
 - No match requirement

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

- Application page limitations
 - 35 pages non-SDLA's
 - 40 pages SDLA's
 - Self Assessment
- Performance Based Project Plan Elements – Max of 5 pages each
 1. Brief Introduction
 - SDLA Self Assessment
 2. Problem Statement
 3. Performance Objective
 4. Performance Activity
 5. Performance Measurement Plan
 6. Monitoring Plan
 7. Budget Narrative

CDL Program Self-Assessment (Section D. 2. iii)

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

ii. Brief Introduction – 5-page maximum

Include a description of the goal(s) of the application and the applicable program priority(s) met by the application's projects. Include in this introduction specific information about the outputs the application proposes to achieve. For each goal identified, the applicant must provide a problem statement, performance objective, program activity plan, and performance measurement plan.

iii. For SDLA Applicants Only: CDL Program Self-Assessment (Program Overview) – 5-page maximum

Applications from SDLAs must include a CDL program self-assessment, which may be included as part of the project's program overview or project plan; a separate, stand-alone document is not required. This requirement applies to SDLAs only. Applications that fail to include the required information will be considered incomplete and risk disqualification.

The Program Overview is a summary of key elements of the applicant's program and must include the following three components:

- a. A list of all open findings in the State Compliance Records Enterprise (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.
- b. 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 the applicant's

Funding Restrictions (Section D-6)

- **Bonus costs are not a necessary expense under FMCSA awards**
 - 2 CFR part 200, Subpart E; 2 CFR §§ 200.403 – 200.405
- **Indirect Cost Agreement Requirement**
 - 2 CFR § 200.414(c)
 - Current period IDC agreements must be submitted within 90 days of acceptance of the award. If not, IDC will not be reimbursed that fiscal year. It will be allowed the following fiscal year with a current period IDC agreement.

Application Review Information (Section E)

Merit Evaluation Criteria

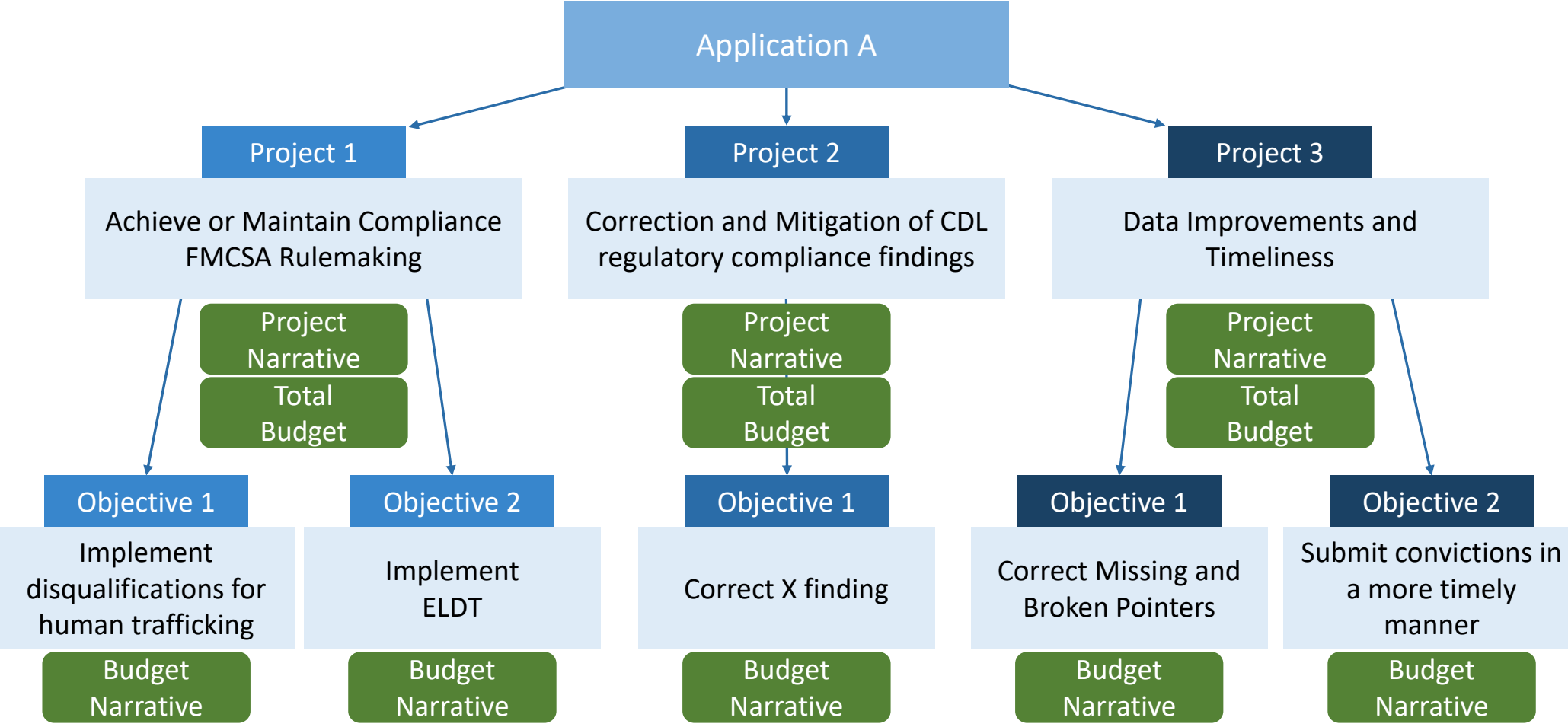
- FMCSA subject matter experts will review all eligible applications using the following Merit Evaluation Criteria:
 - Technical Merit Criteria;
 - Budget Cost Analysis Criteria;
 - Program-Specific Criteria;
 - Past Performance Criteria;
 - **Racial Equity and Climate Change & Sustainability** and
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

PPR & FFR Reporting (Section F-3)

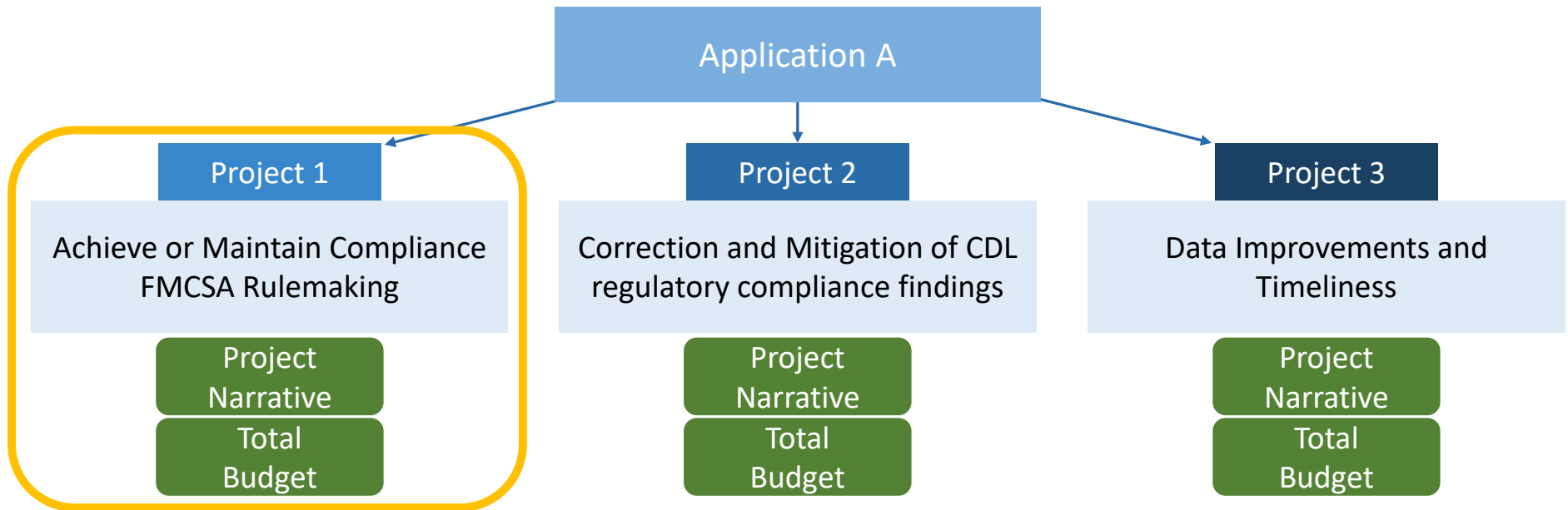
- **Recipients will submit electronically through GrantSolutions:**
 - Federal Financial Progress (SF-425) and
 - Performance Progress Reports (SF-PPR)

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

Implement
disqualifications for
human trafficking

Implement
ELDT

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

Implement
disqualifications for
human trafficking

Objective 2

Implement
ELDT

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

1. Introduction
SDLA's: Self Assessment
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's applicants)

Application A

Project 1

Achieve or Maintain Compliance
FMCSA Rulemaking

Objective 1

Implement
disqualifications for
human trafficking

Objective 2

Implement
ELDT

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 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) adding the felony human trafficking lifetime disqualification by September 23, 2022 and 2) implementing the ELDT program requirements by February 7, 2022. 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 send or received from other jurisdictions and applied to Driver History Records.”

Application A

Project 1

Achieve or Maintain Compliance
FMCSA Rulemaking

Objective 1

Implement
disqualifications for
human trafficking

Objective 2

Implement
ELDT

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 ELDT rulemaking and lifetime disqualification for human trafficking felony convictions and withdrawals. The programming requirements for ELDT are required to be completed and implemented by February 7, 2022 per 49 CFR Part 383.73. While the lifetime disqualification for a human trafficking felony is required to be completed by September 23, 2022, reference 49 CFR 383.51 table 1.”

Application A

Project 1

Achieve or Maintain Compliance
FMCSA Rulemaking

Objective 1

Implement
disqualifications for
human trafficking

Objective 2

Implement
ELDT

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

Implement
disqualifications for
human trafficking

Objective 2

Implement
ELDT

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 statutory and regulatory requirements to implement the lifetime disqualification for a felony involving human trafficking, as defined by paragraph 8 of section 103 of the Trafficking Victims Protection Act of 2000. 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 receive, send and post the new ACD code U11 to a driver history record correctly and take the lifetime disqualification actions as required.”

Application A

Project 1

Achieve or Maintain Compliance
FMCSA Rulemaking

Objective 1

Implement
disqualifications for
human trafficking

Activity
1

Hire 2 programmers to update
disqualification tables to
include U11

Activity
2

Conduct scenarios in test
environment before going live
with the U11

Activity
3

Update automated
disqualification letters to be
send to disqualified 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, which is estimated to take 700 programming hours, in order to update the disqualification table established by adding the U11 ACD code into at least two existing equivalency tables to accept the conviction from the courts, translate those convictions to the ACD code in order to send to SOR’s or post to DHR.”

Application A

Project 1

Achieve or Maintain Compliance
FMCSA Rulemaking

Objective 1

Implement
disqualifications for
human trafficking

Activity
1

Hire 2 programmers to update
disqualification tables to
include U11

Activity
2

Conduct scenarios in test
environment before going live
with the U11

Activity
3

Update automated
disqualification letters to be
send to disqualified 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

Implement
disqualifications for
human trafficking

Activity
1

Hire 2 programmers to update
disqualification tables to
include U11

Activity
2

Conduct scenarios in test
environment before going live
with the U11

Activity
3

Update automated
disqualification letters to be
send to disqualified 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) updating the required code for the disqualification tables, b) the automating of the disqualification letters, and c) 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 U11 scenarios and b) reviewing the automated disqualification letters generated; and 3) the number of scenarios tested and the results of each test, i.e. successful vs not successful, including the disqualification letter being accurate."

Application A

Project 1

Achieve or Maintain Compliance
FMCSA Rulemaking

Objective 1

Implement
disqualifications for
human trafficking

Activity
1

Hire 2 programmers to update
disqualification tables to
include U11

Activity
2

Conduct scenarios in test
environment before going live
with the U11

Activity
3

Update automated
disqualification letters to be
send to disqualified 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

Implement
disqualifications for
human trafficking

Activity 1	Hire 2 programmers to update disqualification tables to include U11
Activity 2	Conduct scenarios in test environment before going live with the U11
Activity 3	Update automated disqualification letters to be send to disqualified 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

Implement
disqualifications for
human trafficking

Activity
1

Hire 2 programmers to update
disqualification tables to
include U11

Activity
2

Conduct scenarios in test
environment before going live
with the U11

Activity
3

Update automated
disqualification letters to be
send to disqualified 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

Implement
disqualifications for
human trafficking

- Activity 1 Hire 2 programmers to update disqualification tables to include U11
- Activity 2 Conduct scenarios in test environment before going live with the U11
- Activity 3 Update automated disqualification letters to be send to disqualified drivers

Personnel Budget Narrative							
Position(s)	# of Staff	% of Time	Work Year Hours	Hourly Rate	Total Cost	Federal	Match
ITS 4	2	50%	2080	\$50.00	\$35,000	\$35,000	0.00
Supervisor, Disqual Section	1	10%	2080	\$40.00	\$4,800	\$4,800	0.00
CDL Helpdesk DL specialist	1	100%	2080	\$30.00	\$3,000	\$3,000	0.00
Sub-Total Personnel							
<p>Two ITS 4 programmers will dedicate approximately 300 hrs each on the programming to update the disqualification tables to add the U11 ACD code, they are paid hourly rate of \$50.00. An additional 50 hrs to make edits as may be deemed necessary after implementation. Total hrs 350 hrs x \$50= \$17,500 x 2=\$ 35,000</p> <p>The supervisor, disqualification section, for the disqualification section will test the programming coding to ensure the intended results are occurring, it's estimated it will take 80 hrs to test the U11 coding requirement scenario's and additional 40 hrs the 1st six months of implementation. 120hrs x45= \$4800</p> <p>CDLHELP DESK DL Specialist will be monitoring the U11 error reports upon implementation which is estimated to take an additional 100 hrs the 1st 6 months following implementation of the programming. 100hr x 30.00=\$3000.</p>							

Budget Narrative

Object Class Category 1 Personnel

Object Class Category 2 Fringe

Object Class Category 3 Contractual

Remember, no cents!
Round to the
nearest dollar.

Application A

Project 1

Achieve or Maintain Compliance
FMCSA Rulemaking

Total Budget



BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006
Expiration Date: 02/28/2022

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

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006

Expiration Date: 02/28/2022

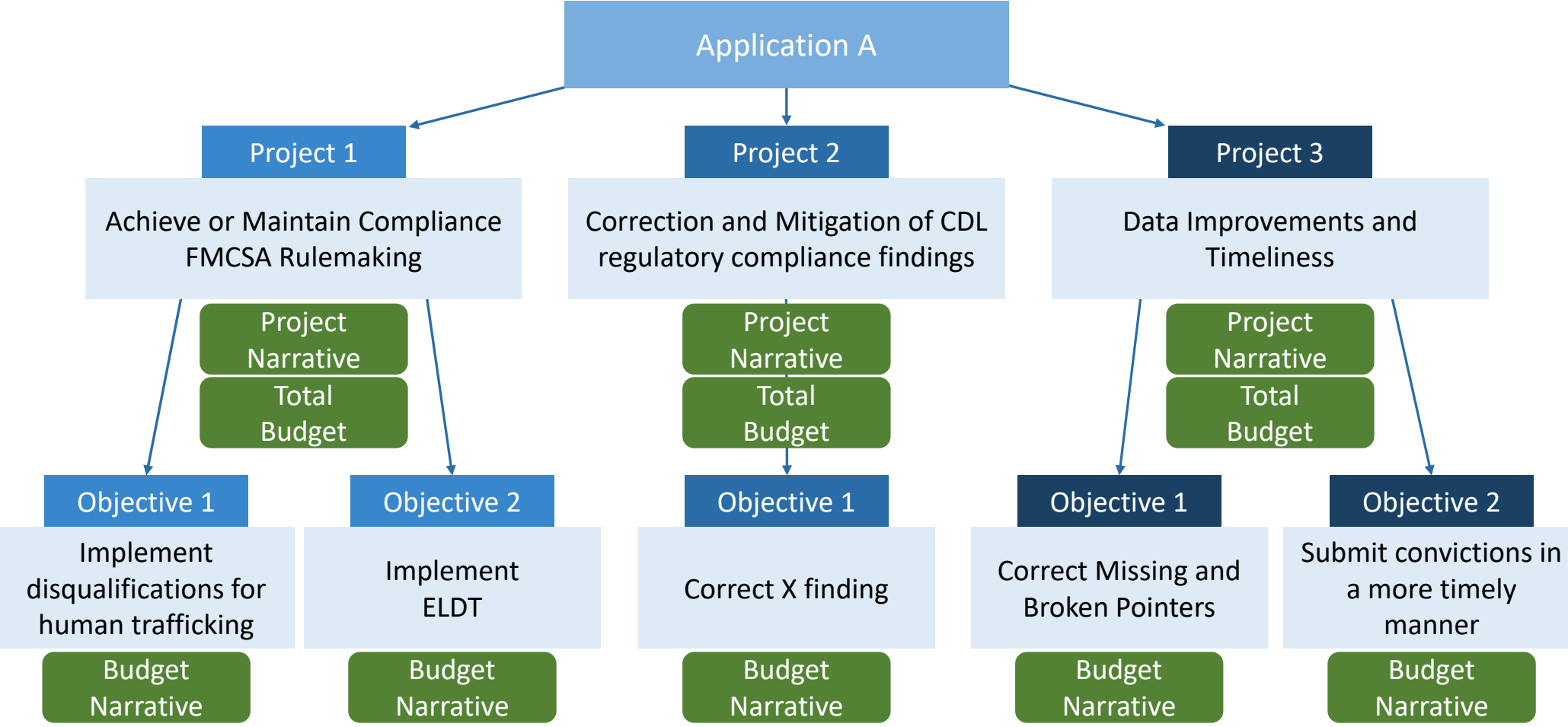
SECTION A - BUDGET SUMMARY

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!



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

Q&A



FY 2022 NOFO Contacts

- Financial/Application Concerns
 - Montika Brooks
Montika.Brooks@dot.gov
- Programmatic Concerns
 - Wendy Cunningham
Wendy.Cunningham@dot.gov
- General Information: FMCSA Grants Management Office
 - FMCSA_GrantMgmtHelpdesk@dot.gov



THANK YOU



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