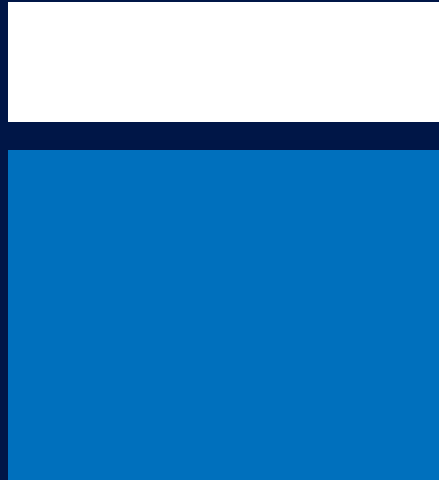


# FY 2023 CMVOST - Notice of Funding Opportunity (NOFO) Funding Conference

Thursday, February 16, 2023



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



# Agenda

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- Commercial Motor Vehicle Operator Safety Training (CMVOST) Grant Program Overview
- Title VI Compliance Program Information
- Application and Submission information
- Application Review Information
- Project Template (Appendix B)
- Resources
- FY 2023 NOFO Contacts
- Questions

# CMVOST Grant Program Overview (Section A.1)

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- The CMVOST Grant Program purpose is to train individuals in the safe operation of commercial motor vehicles (as defined in section 31301)
  - Discretionary grant program



# FY 2023 CMVOST National Priorities (Section A-2)

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- FMCSA's priority is to provide grant funds for **tuition expenses** for students who meet the definition of "Qualified Students."
- All applications must support the purpose of the CMVOST grant program, which is
  - to train individuals in the safe operation of commercial motor vehicles
  - to assist current or former members of the U.S. Armed Forces, including National Guard and Reservists, as well as certain family members, to obtain a CDL



***“Qualified Students”** include the spouses and children of service members. All such family member students are eligible for training, with or without the service member. Service members will receive priority for funding.*

***“Members of Underserved Communities”** are those that are defined in Federal Executive Order 13985 and include people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.*

***“Refugees”** are those individuals who have abandoned their country as a result of major wars, persecution, torture, or genocide under Executive Order 14013 (86 FR 8839).*

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

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- FY2023 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.*

# CMVOST Grant Award Information (Section B & C)

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- Period of Performance
  - Year of award + 2 additional fiscal year
    - Period of Performance will end on **September 30, 2025**.
    - All coursework, including classroom and range time, and placement services that are being requested for reimbursement under this application must be completed prior to the period of performance end date.
    - Pre-award costs are not eligible for reimbursement.
- Authorized up to \$3,200,000
  - Final funding amounts are subject to availability of funding appropriated by Congress
- FMCSA anticipates making approximately 16 awards
  - Federal funding limit to a total amount of \$200,000 per award.

# CMVOST Grant Program Eligibility (Section C)

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- CMVOST- Eligibility Information
  - Educational Institutions accredited by an accreditation agency recognized by the U.S. Department of Education.
  - Non-Accredited institutions that are approved by the U.S. Department of Labor as:
    - An eligible training provider, AND
    - That accept Workforce Innovation & Opportunity Act (WIOA) grants, AND
    - Are approved by the State Approving Agencies (SAA) and Veterans Administration (VA) to accept VA benefits.
  - Applicants must be listed on the Training Provider Register and meet the Entry Level Driver Training requirements.



*Individuals are **NOT ELIGIBLE** to apply for CMVOST grant funding.*

# CMVOST Grant Program Eligibility (Section C)

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- Cost Sharing and Matching Requirements
  - NO required match for FY2023 awards



# CMVOST Grant Application and Submission Requirements (Section D)

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- **COMPLETE APPLICATIONS** for Commercial Motor Vehicle Operator Safety Training Grants are DUE on **April 3<sup>rd</sup>, 2023, by 5:00 p.m. EST.**
  - **Appendix A: Application Package Requirement Checklist**
  - **Appendix B: Project Narrative Guidance and Budget Template**
  - **Appendix C: Accreditation and Certification**



# Application and Submission information



# Application and Submission information (Section D)

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- **Application Structure**

- Must complete ALL forms included in the Notice of Funding Opportunity (NOFO) at [www.grants.gov](http://www.grants.gov)
- Limited to 25 pages
- Application Package Requirement Checklist - See Appendix A
- Project template is *provided*, encouraged to be used but not required - See Appendix B

# Application and Submission information (Section D)

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- Project Narrative Development
  - **Introduction:** Explain the project purpose, including the specific grant priorities being addressed.
  - **Problem Statement:** Describe the issue the project will be addressing. Include baseline data and targeted outcome.
  - **Performance Objective:** Describe the expected project outcome.
  - **Program Activity Workplan:** Describe the quantifiable goal related to the Problem Statement.
    - Must have three activity areas:
      - Recruiting eligible Students
      - Training eligible Students
      - Providing eligible Students with post-graduation job placement assistance

# Application and Submission information (Section D)

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- **Monitoring Plan:** Explain how the project's progress will be assessed.
- **Organizational Capacity:** Explain how your organization has the expertise to successfully implement the stated strategies and achieve its stated goals.
  - **Existing training program description**
  - **Existing recruitment and career placement**
  - **Ability to successfully manage a federal financial assistance award.**

# Application and Submission information

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- Budget Narrative vs SF-424/SF-424a
  - Ensure your budget narrative matches the SF-424 and SF-424a in your application package by budget category for total project cost, Federal share, and match.
  - Round all budget lines/cost to the nearest dollar amount

# CMVOST Eligible Costs/Activities

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- The applicant's published tuition rate
  - The tuition may include such costs for DOT physicals, required DOT drug testing fees, and skills testing fees, if they are standard published elements that are included in the published tuition rate
  - Include a copy of published tuition rate
- Indirect Costs (IDC) based upon the approved IDC rate from a cognizant agency.
  - Modified Total Direct Cost (MTDC)
  - De minimus (10%)

# Application Review Information





# Application Review Information (Section E)

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## 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;
  - Other Review Information
    - **Racial Equity and Climate Change & Sustainability**

# Funding Restrictions (Section D-6)

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- **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.
- **Bonus costs are not an allowable expense under FMCSA awards**
  - 2 CFR part 200, Subpart E; 2 CFR §§ 200.403 – 200.405

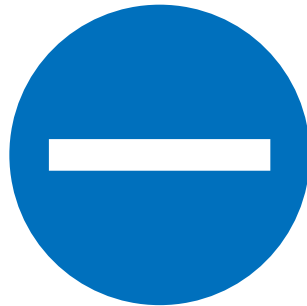
# Merit Review Rating

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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**

# PPR & FFR 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)**

# Appendix B: Project Narrative Guidance



# Project Narrative

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## Goal

To expand the number of individuals receiving commercial motor vehicle operator safety training in order to reduce the severity and number of crashes on U.S. roads involving commercial motor vehicles. Specifically, to recruit current and former members of the United States Armed Forces (including Guard members and Reservists) and their spouses (Qualified Students), provide them with superior safety-focused training, and provide placement services to assist them in becoming employed in the transportation industry.

# Project Narrative

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## Objective

*Insert the requested information in the available column and any additional information that may support your application:*

<u>Description</u>	<u>Response</u>
<b><u>Your institution's publicly advertised tuition cost</u> for the CMV operator safety training program you conduct. (Insert institution's tuition link for the public). (Attach a copy of latest published tuition rate with a breakdown of costs).</b>	\$
<b><u>Your tuition cost</u> for each student trained under this proposed program.</b>	\$
<b>Proposed number of <u>new qualified students and/or students of underserved communities</u>, as defined by <b>Federal Executive Order 13985</b>, and/or <u>refugees</u> .</b>	
<b>Anticipated number of <u>students a) enrolled; b) graduated; and c) obtaining a CDL</u> (based on the expected number of students recruited and the historical graduation rate for this program)</b>	a)
	b)
	c)
<b>Anticipated number of <u>students employed</u> in the transportation industry after graduation (based on the expected number of students graduated and the historical placement rate for this program)</b>	

# Project Narrative

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## **Work Plan**

This section describes the various tasks and program activities the Applicant proposes to carry out using grant funds to accomplish the objectives and mitigate issues identified in the problem statement. The Work Plan must include a description of the site(s) where the work will be performed, the duration of each proposed task or activity, a list of required goods or services, the number of personnel necessary to conduct the activities, and the entire time schedule for the effort. The level of detail should be concise and sufficient to support the project goal and justify the funding requested in the budget.

### Activity 1 – Recruiting Qualified Students:

*Describe your proposed activities for recruiting Qualified Students for enrollment into your training program and note whether your published tuition includes student recruitment. (Does the institution already have recruiting personnel? How many students will be recruited including?)*

*Insert Response Here*



# Project Narrative

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## Activity 2 – Training Qualified Students:

*Describe your proposed activities to provide superior, safety-focused CMV training for Qualified Students. Focus on the specific components of your training program. Include any details about the program that make it unique and a synopsis of the performance of the program in previous years. Include the amount of classroom, driving range, and on-the-road training included in your curriculum. Please include any endorsements the Qualified Students will qualify for after completing their CDL training. Are the endorsements included in the tuition base being requested? Are your costs broken out to show the costs by endorsement?*

*Describe your calculations for the projected number of students who will graduate by successfully completing course curriculum. Do you allow students who are having difficulties mastering a skill to take longer than the prescribed course curriculum? If so, describe that process and the average number of students who take that opportunity in order to pass/graduate from the course. Do most students complete the course within the time allotted? For those that don't, describe the steps taken. Do students end up graduating at a later time or retaking the course? Describe the process of tracking students who complete training and pass all required State driver licensing agency (SDLA) testing requirements and who obtain a CDL. Include the projected number of students who will obtain their CDL, and if known, how many times they will have to take the skills test in order to pass the test and obtain the CDL.*

*Insert Response Here*

# Project Narrative

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Activity 3 – Providing Graduated Students with Job Placement Assistance:

*Describe your proposed activities to assist in placing the trained students into the transportation industry after graduation.*

*Insert Response Here*

# Project Narrative

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## Program Evaluation and Monitoring Plan:

Evaluation or Monitoring Plan: This section explains how the Applicant will monitor program strategies to ensure they are being implemented as designed and are achieving desired results. Applicants should use the same program performance objectives established earlier in the application and describe how they plan to measure the effectiveness of each activity and strategy, such as using incremental benchmarks for a multi-phased strategy to determine whether targets/milestones were met. Applicants should also identify process evaluation measures that describe how their organization will remain focused on implementing a quality program on time and within budget. Providing a timeline to indicate that all class, driving range, and placement services that are being sought for reimbursement will be concluded prior to the end of the period of performance.

# Project Narrative

Project Quarter	Anticipated Number of Students Recruited	Anticipated Number of Students Enrolled	Anticipated Number of Students who will Graduate	Anticipated Number of Students who will Obtain a CDL	Anticipated Number of Students Placed in the Transportation Industry	Anticipated Number of Students Retained in the Transportation Industry
Q4 – FY 2023 CMVOST						
Q1 – FY 2024 – CMVOST						
Q2 – FY 2024 – CMVOST						
Q3 –FY 2024 – CMVOST						
Q4 – FY 2024 – CMVOST						
Total Award FY 2024						

Project Quarter	Anticipated Number of Students Recruited	Anticipated Number of Students Enrolled	Anticipated Number of Students who will Graduate	Anticipated Number of Students who will Obtain a CDL	Anticipated Number of Students placed in the Transportation Industry	Anticipated Number of Students Retained in the Transportation Industry
Q1 – FFY 2025 – CMVOST						
Q2 – FFY 2025 – CMVOST						
Q3 – FFY 2025 – CMVOST						
Q4 – FFY 2025 – CMVOST						
Total Award Period						

# Project Narrative



## Other Cost Budget Narrative (SF-424A, Line 6h)

	# of Underserved/Regugees  Students to be trained	# of Qualified Students to be trained	Cost per Student	Total Cost
<i>[Add additional lines, as necessary]</i>				

*Provide a narrative justifying the proposed "Other" costs provided in the budget guidance; typically, this cost category is used for student tuition; show the per student cost and the number of students to be trained (all associated costs elements in cost per student need to be defined; include any other costs that are directly associated with advertising, recruiting, and providing employment placement assistance for Qualified Students, and/or Students of Underserved Communities, but are not already included in the categories above. You must itemize and justify ALL "Other" direct costs.*



# Appendix C: Accreditation and Certification

- Submit Appendix C: Accreditation and Certification
  - Included supporting documentation with application
  - Training Provider Section

**Appendix C: Accreditation and Certification**

**Organizational Name**

Organizational Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

**Accrediting Agency**

Accreditor Name: \_\_\_\_\_

Accredited Since: \_\_\_\_\_

Next Review Date: \_\_\_\_\_

Accreditation website link: \_\_\_\_\_

Attach proof of Department of Education accreditation supporting documentation

**Non-Accredited Institutions (Check box if the answer is "yes.")**

Is your institution approved by the U.S. DOL as an eligible provider?

Does your institution accept WIOA grants?

Is your institution approved by the SAAs and accepts VA benefit? Is the supporting documentation attached?

Is proof of WIOA certification supporting documentation attached?

**Training Provider (Check box if the answer is "yes.")**

Is your institution an approved training provider in the Training Provider Registry?

# Resources

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- NOFO
  - Appendix A: Application Package Requirements Checklist
  - Appendix B: Project Template
  - Appendix C: Accreditation and Certification
- [Grants Training](#) (on A&I)
- Funding Conference Webinar Slides
- [Discretionary Grant Program Technical Assistance Webinar Series](#)



# FY 2023 NOFO Contacts

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- Financial/Application Concerns
  - James Ross
  - [James.Ross@dot.gov](mailto:James.Ross@dot.gov)
- Programmatic Concerns
  - Francisco Soto
  - [Francisco.soto@dot.gov](mailto:Francisco.soto@dot.gov)
  - Wendy Cunningham
  - [Wendy.Cunningham@dot.gov](mailto:Wendy.Cunningham@dot.gov)
- General Information: FMCSA Grants Management Office
  - [FMCSA\\_GrantMgmtHelpdesk@dot.gov](mailto:FMCSA_GrantMgmtHelpdesk@dot.gov)





# Q&A



**THANK YOU**

