

# Tips for Completing Your FMCSA Grant Application



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

- Start early.** Gathering the necessary information for submitting the grant application takes time and teamwork. Starting early gives you more flexibility in the event of unexpected changes or delay.
- 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). Click *Search grants* and find the most recent NOFO by using the CFDA search box. The CFDA/Financial Assistance numbers are: 20.232, 20.235, 20.237 and 20.243.
- Know your resources.** Visit the online FMCSA Grant Resource Center (<https://ai.fmcsa.dot.gov/Grants/ResourceCenter>) This site 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 your previous submissions in advance for this year. You can find this in the official grant award document's Terms & 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.
- Include your Title VI plan with assurance that organization will comply Civil Rights laws.**
  - FMCSA urges applicants to contact the FMCSA Office of Civil Rights (OCR) as soon as the decision is made to apply for a grant to initiate the Title VI review process.
  - View the [Title VI Plan and Assurance Technical Assistance webinar](#).
- 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 your 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 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](https://www.grants.gov) to validate the submission.

