

# Introduction

## Module 1

---

**Instructor Notes:**

Welcome to the Grants Management Grantee Manual Training.

This training is designed to train you on the Grantee Manual - it is not an all-encompassing Grants Management course and should not be used to substitute other comprehensive grants management training that may be provided by national organizations or schools. However it is designed to provide you with a sufficient orientation to the FMCSA grantee manual, for you to understand your responsibilities and obligations.

We have broken the training up into digestible modules and end each module with a Knowledge Check to allow you to determine whether you have absorbed the material.

This Module is an introduction to the manual and FMCSA's overall approach to grant management and it correlates to Chapter 1 of the grantee manual.

## Slide 2 Agenda

<u>Module #</u>	<u>Module Title</u>
1.	Introduction
2.	Pre-Award: Planning and Announcement
3.	Pre-Award: Application Budget
4.	Pre-Award: Application Review
5.	Award Process
6.	Post-Award: Grantee Reporting and Oversight – Part I
7.	Post-Award: Grantee Reporting and Oversight – Part II
8.	Grant Close-Out
9.	GrantSolutions Overview

### **Instructor notes:**

- The training is made up of 9 modules, as you see here. The modules essentially follow chapters in the manual as well as the FMCSA grants management lifecycle, however some material warrants several modules, even if it is not broken up in the manual.
- As noted on the prior slide, Module 1 pertains to Chapter 1, then there are three Pre-Award modules, which pertain to chapters 2, 3 and 4. The Award process is contained in one module which correlates to Chapter 5, then there are two Post-Award modules which pertain to Chapter 6 and then one Close-out Module, which reflects the material in Chapter 7. The final GrantSolutions Module does not correlate to the manual as it is an orientation to the primary system used by FMCSA for grant management.
- OK, now lets begin.

### Slide 3 FMCSA Grants Management Objectives

- Ensure accountability
  - Application of internal controls
  - Rigorous checks and balances
  - Increased oversight of federal funds
  - Clarification of roles and responsibilities
- Reduce risk
  - Organizational and Individual
- Implement standardization
  - Forms and Documentation
  - Processes
- Develop transparent processes
- Streamline business processes

### **Instructor Notes:**

- This slide is designed to provide some context regarding what FMCSA is trying to accomplish with the development of both our internal FMCSA Grants Management Manual, as well as the Grantee Manual, and our other actions over the past several years related to grants management, culminating in the development of this training.
- As you are well aware,
  - Approximately 2 years ago we undertook an overall effort to enhance the grants management culture at FMCSA, to include our grantees.
  - As part of that effort we have:
    - Standardized all of our grant processes in an attempt to make them accurate, reflective of regulations, policy and best practices.
    - Made our processes more transparent
    - Clarified roles and responsibilities
    - Built checks and balances into the process that hopefully will make everyone's jobs easier in the end.
- We believe that there are three key tenets to building an improved FMCSA Grants Management Program and they are – standardization, best practices and FMCSA Community Participation.
- FMCSA used OMB's Grants Management Life Cycle and HHS's Center of Excellence (which is the owner of GrantSolutions) as the best practice models for the framework of our revised grants management system.
- We recognize that this has had an impact on you and we know it has been a challenging few years, but hopefully you will begin to see more efficiency and things will move more quickly and more easily across programs as these changes become more familiar and the increased standardization becomes fully operational.

#### **Slide 4 Overall Training Performance Objectives**

- Describe the FMCSA grants management principles and lifecycle (Module 1)
- Identify the key systems used for FMCSA grants management (Module 1)
- Describe the key roles and responsibilities of grantees and FMCSA (Module 1)
- Know where to find the key regulations pertaining to FMCSA grants management (Module 1)
- Describe the different types of FMCSA grants and grant programs (Module 1)

#### **Instructor notes:**

- The next three slides contain the overall objectives for the course. I won't walk through each of these objectives as we reiterate them with each module, but you can just note that these objectives form the framework of the course.
- These objectives were developed by a group of subject matter experts from the field and HQ at FMCSA as well as by comparing the learning objectives of other grants management training courses provided by a variety of other entities. We believe that we have come up with a good orientation course that covers a lot of bases.

### **Slide 5 Overall Training Performance Objectives, Continued**

- Describe the key components of the pre-award process (Module 2)
- Explain the cost principles, uniform administrative requirements and the basics of a project budget (Module 3)
- Identify the key components in the FMCSA application review process (Module 4)
- State the primary tasks involved in the post-selection award process (Module 5)

### **Instructor notes:**

These are the training objectives continued.

## **Slide 6 Overall Training Performance Objectives, Continued**

- Explain the key elements in the grant reporting and oversight process (Module 6 and 7)
- Identify proper award close-out procedures (Module 8)
- Understand the basic functions of GrantSolutions (Module 9)

### **Instructor notes:**

- And the final set of training objectives.
- We recognize that these won't meet all of your needs, but we hope that they will serve many of them. Feel free following the course to let us know what additional topics you would like to see in other webinars or enhanced in future versions of this training.

## Slide 7 Manual Table of Contents

<u>Chapter/Appendices</u>	<u>Module</u>	<u>Topic</u>
Chapter 1	Module 1	Introduction
Chapter 2 & 3	Module 2	Pre-Award: Planning and Application
Chapter 3	Module 3	Pre-Award: Application Budget
Chapter 4	Module 4	Pre-Award: Application Review
Chapter 5	Module 5	Award Process
Chapter 6	Modules 6 & 7	Post-Award: Grantee Reporting and Oversight
Chapter 7	Module 8	Grant Close-Out
A		Guidance for Developing an Object Class Budget
B		Application submission Checklist
H		Amendment Request Template
J		Final Close-Out Checklist
K		Forms
		Glossary of Terms
		List of Acronyms & Symbols

### **Instructor notes:**

- Turn to your manuals so that we can orient you to them briefly. Over the next 8 modules you be spending a considerable amount of time in the grantee manual and this will help you identify where you in the manual as it relates to the modules, as well as when we reference an appendices or form.
- Also in the back of the manual there is a Glossary of Terms that you will find helpful and a list of Acronyms. We will make every attempt to define terms and acronyms as we go through the training, but in the off chance that we miss something or that you run across a term you don't understand hopefully you will find it in one of these two resources.
- Since Module 9 pertains to GrantSolutions it is not listed here because it doesn't correlate to a particular chapter in the manual. Also, we didn't highlight all of the Appendices, but only those that will be referenced most in this training.

## Slide 8 FMCSA Grants Management Overview

### **Instructor notes:**

- This section correlates to the Introduction, page 8 of the grantee manual.
- Over the next 8 modules we will:
  - Give you an overview of the manual, key resources, grant management general information, key systems and roles and responsibilities within each phase of the grants management lifecycle
  - We will go through each phase of the grants management lifecycle pointing out the key activities, roles and responsibilities for grantees as well as FMCSA, and highlighting ways that the processes have changed from prior years' manner of business. And we will touch upon the how, the who and the dos and don'ts where appropriate

## **Slide 9 Module Performance Objectives**

By the end of this module, you should be able to perform the following tasks successfully:

- Describe the FMCSA grants management principles and lifecycle
- Identify the key systems and resources used for FMCSA grants management
- Describe the key roles and responsibilities of grantees and FMCSA
- Know where to find the key regulations pertaining to FMCSA grants management
- Describe the different types of FMCSA grants and grant programs

### **Instructor notes:**

Module 1 is designed to help set the stage for Grants Management at FMCSA and to provide some of the fundamental background and reference information needed in support of the overall grants management process.

Following this module you should understand:

- FMCSA's overall purpose, vision and objectives for grants management,
- What are the key regulations, policies and procedures applicable to FMCSA grants management
- The different types of financial assistance and why the distinction matters
- What are the key systems used for grants management at FMCSA and how to access them

## Slide 10 Guiding Principles and Stewardship

- Both the grantee and the grantor are accountable for proper stewardship of award dollars
- FMCSA
  - Oversight and monitoring to assure compliance with statute, regulations, and Notice of Award
    - Administrative Regulations
    - Cost Principles
    - Program Requirements
    - Single Audit Act (OMB Circular A-133)
    - Terms and Conditions of the Award (Ts&Cs)

### **Instructor notes:**

- In the next two slides we highlight at a very high level the overall principles for grant management for the grantor and the grantee.
- In the end, it is the obligation of both the grantee and the grantor to expend and account for all federal dollars appropriately.
- Specifically, FMCSA is responsible for all grant funds as long as there is a federal financial interest and in fact through the final audit of those funds.
- FMCSA is responsible to make sure that the grantee is following the authorizing regulations, Common Rule or Administrative regulations, OMB Cost Principles, Single Audit Act and the Terms and Conditions of the grant award, not only the Special Conditions listed on the front, but 38 pages of Terms and Conditions attached to the award document as well.
- These are our primary responsibilities in regards to grants.

## **Slide 11 Guiding Principles and Stewardship**

### Grantee

- Effectively administer the grant in accordance with applicable statutes, regulations, cost principles, Notice of Grant Award and Terms and Conditions
- Ensure approved activities and expenses are in accordance with approved grant plan and budget
- Communicate with FMCSA if you anticipate changes are needed. THIS IS CRITICAL!!
- Ensure proper oversight and monitoring and submit all reports as required

### **Instructor notes:**

- As the grantee it is your responsibility to follow the authorizing regulations, Common Rule or Administrative regulations, OMB Cost Principles, Single Audit Act and all the Terms and Conditions of the grant award.
- It is also critical to know your cost principles, the requirements of the program statute and regulations and the basic administrative requirements for federal grants so that you know the rules to which you are held.
- Above all remember to communicate with FMCSA, if you aren't sure, ask your FMCSA Grant Manager. Don't hesitate to ask if you are unsure or ask even if you aren't absolutely sure. Sometimes how you have done it in the past or how you think others do it, may not actually be compliant and if you ask, then you can resolve mistakes before they are found by auditors or even by FMCSA and then become actual "findings". The time to correct based on early discovery of mistakes can be quite useful and important.

## Slide 12 Grantee Grants Management Lifecycle

### Pre-Award: Planning, Application Submission, Application Review

- Prepare for grant application
- Receive applicant support, information and training
- Review funding announcement
- Develop application, including application budget
- Submit application
- FMCSA undertake application review
- FMCSA select grantees and obtain funding approval

### Grant Award

- Receive award notification or notification of non-selection
- FMCSA Obligate funds

### Post-Award: Grant Reporting & Oversight

- Establish grant files and prepare for on-going reporting
- Submit periodic progress reports, and voucher reimbursement requests
- FMCSA conduct monitoring review of reports and vouchers
- FMCSA reviews audits
- FMCSA perform and grantee participate in onsite monitoring
- Submit request for amendments
- Develop and implement sub-grantee monitoring and oversight activities

### Grant Close-Out

- Submit final financial progress report
- Perform a final financial reconciliation
- Dispose of equipment and real property
- Close and file the final grant documentation

### **Instructor notes:**

- As mentioned at the very beginning of the Module, FMCSA manages its grants using a Grants Management Lifecycle which consists of four core phases: Pre-Award; Award; Post-Award and Close-out.
- You are probably very familiar with these phases and terms, but this slide gives a high level summary of the activities within each phase.
- Within these four core phases there are sub-phases, for instance, Pre-Award really consists of Planning, Announcement Development and Posting (for FMCSA) and Application Development and Submission (for you the grantee) and then Application Review (for FMCSA).
- This graphic gives you a sense of the general activities, as they pertain to you the grantee, in each phase.
- Both the training and the manual are based around these phases and this grant management lifecycle.
- The lifecycle approach recognizes the inter-connectedness of each phase of the process and the continuous nature of the activities

### **Slide 13 Key Grants Management Systems and Resources**

#### **Instructor notes:**

As we moved into the key grants management systems and resources you can find this information on Page 9 of the introduction in your manual.

## Slide 14 Key Grant Management Systems

Grants.gov – <http://grants.gov>

- All applicants for FMCSA grants need to register for Grants.Gov access prior to submission of their application.

GrantSolutions – <http://www.grantsolutions.gov>

- Electronic Grants Management system used by FMCSA

FMCSA Financial Processor (iSupplier)

- New on-line voucher system begun in Summer 2012 <http://www.dot.gov/cfo/delphi-einvoicing-system.html>

### **Instructor notes:**

- This is just a highlight of some of the systems used for grant management at FMCSA. We will go over GrantSolutions in more detail in Module 9 and you should reach out to system specific training to learn more about the other systems.
- Grants.gov is the federal electronic grants application system and is not owned and operated by DOT by federal government-wide
  - In Section 1.3 of the manual we run through the process for registration.
  - Registration is a one-time process, but is required in order to submit a grant application.
  - Most of your agencies, if not all, will already be registered with grants.gov, so check within your organization before preparing a new registration.
  - However, if you do need to register, the process can take three to five business days or up to four weeks to complete so start early on in the your application process.
  - The grants.gov website also provides updates regarding current federal grant changes and requirements and is useful to have on your computer as a favorite.
- GrantSolutions System is an electronic grants management system provided by the HHS Grants Center of Excellence (COE). Although this system is provided by HHS, FMCSA does have a direct contract for this system.
  - FMCSA began using it in FY11 for all FY11 and beyond grants.
  - Grant applications are reviewed, evaluated, and awarded through GrantSolutions.
  - Prior to using GrantSolutions, any user will need to obtain a Federal User Account. These accounts are created by FMCSA and provided to you prior to signature of the NGA, but we will go through this process in detail in Module 9 and that is the best place for in depth and detailed questions.
- FMCSA Financial Processor
  - Before August 2012, grantees submitted vouchers via email to the FAA/ESC, where they were put into a system called Markview.

- However, DOT has now instituted use of a new financial processing system called iSupplier. All current grantees should have received training on iSupplier and web-based training for subsequent grantees should be available going forward. We will address this further in Module 6 when we discuss voucher submission.

## Slide 15 Key Grant Management Systems

Office of Management Budget (OMB) - [www.whitehouse.gov/omb/](http://www.whitehouse.gov/omb/)

- Website provides governing grant regulations, many of the standard forms used, as well as circulars and guidance

### **Instructor notes:**

Whitehouse.gov - OMB Website

- This is the best resources for obtaining the most current governing grant regulations and standard forms that we will refer to in subsequent modules and other circulars and guidance.
- See Section 1.5, page 6 of the manual for more information.

## **Slide 16 FMCSA Grants Management Resources**

- Local FMCSA Division Office
- FMCSA Service Center
- FMCSA Website - [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

### **Instructor notes:**

- If you have specific questions about application or anything in this training, unless otherwise noted, please contact your local Division Office.
- They may refer you to your local FMCSA Service Center State Program Manager or help you themselves.
- General questions may be found on the FMCSA website with links to specific programs, trainings and the grantee manual.
- As our grants management resources and process matures, we hope to have more and more information, resources and supports available to you on the website and via your Division Offices. So keep tuned.

## Slide 17 Roles and Responsibilities

### **Instructor notes:**

Now lets move on to discuss the basic roles and responsibilities of the grantee, and key FMCSA staff. This information can also be found in Section 1.4 of the grantee manual.

## **Slide 18 Applicant**

- A state government, a county, city, or township government,
- Institution of higher learning,
- Non-profit organization,
- For-profit organization, or
- Native American tribal government (BEG only)
- Submits an application to FMCSA

### **Instructor notes:**

- We start with a brief description of applicant. We make the distinction between applicant and grantee, because FMCSA's interaction with them is different.
- Listed on the slide are the various types of FMCSA applicants depending on the specific program. Just to clarify that the first bullet may also include, "entities that represent state or local governments", but that is program specific. In addition, the reference to tribes is only applicable under the BEG program
- Applicants are the entities that submit an application to FMCSA for anyone of their grant programs.
- FMCSA has very limited contact with applicants during the time of application solicitation, development and review. Considerably less interaction than once they have been awarded a grant. FMCSA staff may ask for clarification or additional information from applicants and applicants may ask limited questions of FMCSA, but the agency must keep an arms length distance with applicants to assure fair and open competition. We will go into this more in Module 2.

## Slide 19 Grantee

- Sign Grant Agreements and amendments;
- Comply with applicable laws, regulations and policies governing grants
- Carry out the requirements of the grant agreement and achieve the milestones/performance goals;
- Submit quarterly reports, vouchers, audits, reviews,
- Maintain equipment inventories and property records;
- Provides the non-federal share of the grant amount;
- Oversees sub-grantees per OMB regulations

### **Instructor notes:**

- Now grantees on the other hand are entities to which FMCSA has awarded grant funds.
- Depending upon the program, grantees can be an assortment of different types of entities.
- Grantees must adhere to a variety of things which we will go into in detail through the coming modules however, to highlight a few, they must: maintain GrantSolutions user roles; submit reports and vouchers correctly and in a timely manner; obtain single audits; and, monitor their sub-grantees
- As noted we will cover this in more depth when we get into each phase in the grants management lifecycle, in particular we will provide more detail regarding the sub-grantee oversight role of FMCSA grantees. However, it is important to recognize that grantees are obligated to follow State law and procedures when awarding and administering subgrants to local and Indian tribal governments in accordance with [49 C.F.R. §18.37\(a\)](#) (for local governments and tribes and [49 C.F.R. § 19.5](#) (for non-profits, hospitals and institutions of higher education.) – Per the terms and conditions as well as Parts 18 and 19.

## **Slide 20 Grant Manager/FMCSA Division Office**

- Oversees day-to-day performance of grants
  - Review of quarterly reports, vouchers and financial oversight
  - Conducts site visits and other monitoring activities
  - Grant work/program activities
- Reviews and concurs on grant award recommendations
- Point of contact for grantee
- Initiates grant close-out

### **Instructor notes:**

- Of the key players in which you will interact at FMCSA is the Grant Manager or the State Program Specialist or Manager or the Division Administrator at the FMCSA Division Office.
- The manual defines the Grant Manager as the Division Administrator, although these duties can be delegated to the Division SPSs.
- We recognize that you probably have the title Grant Manager within your state, or your own organization but this reference in the grantee manual is exclusively pertaining to the FMCSA Grant Managers.
- As you can see from the slide, the FMCSA Grant Manager will be your prime point of contact following the award of the grant (NGA) and is responsible for the day to day oversight of the grant awards. They also provide input into the initial grant award recommendation

## **Slide 21 FMCSA Authorizing Official**

- Service Center State Program Managers/OCFO
- Signs and legally obligates grant awards and amendments
- Supports the activities of and provides Grant Assistance to Divisions
- Reviews and concurs on grant award/amendment recommendations
- Provides technical advice

### **Instructor notes:**

- The FMCSA Service Center SPM is the authorizing official on grants awards and amendments for grantees within their jurisdiction and others as needed, for field managed grants
- For all FY2011 grants and beyond and amendments to any grant award
- The Office of the Chief Financial Officer staff serve as the Authorizing Official for headquarters administered grants.
- The Service Center SPM's review grant applications and provide detailed comments as part of the application review process. They concur on the funding recommendations and Notices of Grant Award
- They are a resource to the Division Office Grant Manager's throughout the life of the grant and a resource to grantees as needed.
- And they have oversight of the Grant Manager's grant activities
- Depending upon your region you may have only limited interaction with your FMCSA Authorizing Official, but recognize that they have their eyes on your grant award and your performance throughout the entire process.

## **Slide 22 FMCSA Grant Program Manager**

- FMCSA State Programs Division Chiefs or delegated State Program staff
- Primary point of contact pre-award and contact on the Funding Opportunity Announcement
- Handles grant application process from announcement to Grant Agreement
- The FMCSA official responsible for the administration of the FMCSA grant programs

### **Instructor notes:**

- Finally, the FMCSA Grant Program Manager is the FMCSA staff person with whom you are likely to have the least interaction, however they play a very important role in the process.
- The Grant Program Manager is the FMCSA staff in headquarters that is in charge of each grant program.
- The Grant Program Manager is responsible for the grant process on the front end and is the applicants primary point of contact in many cases, prior to the issuance of the Grant Award. So if there are issues regarding the application or you have questions prior to submission of the application you may very well be talking to the Grant Program Manager.
- The Grant Program Manager is also the FMCSA staff person responsible for creating the Grant Agreement (NGA) and all the subsequent amendments, they notify applicants if they are not selected and they are ultimately responsible for the grant close-out.

## Slide 23 Governing Regulations and FMCSA Program Overview

### **Instructor notes:**

OK, now that you understand the systems with which you will interact and your role in the grant process, lets talk a little about the regulations that govern grants.

## **Slide 24 Governing Regulations**

- FMCSA grantees must also comply with OMB Circulars that govern cost principles.
- Grantees are responsible to ensure all Sub-Grantees comply with OMB Circulars appropriate to the sub-grantee type and organization

### **Instructor notes:**

- It is important that all grantees become quite familiar with the Agency Grants Management Common Rule, OMB Circulars and federal regulations
- These can be found in the Introduction of the grantee manual in Sections 1.5 and 1.6. Take a quick look.
- FMCSA's expectation is that every grantee will become familiar with these regulations as well as the program authorizing regulations and therefore can maintain compliance with the regulations and governing principles
- Likewise, since FMCSA is only responsible for monitoring the direct actions of their grantees, we expect grantees to be responsible for certifying the compliance of their sub-grantees.
- As a side note, although 2 CFR does cover everything that is in the OMB Circular's referenced and can be considered the single source of information, we have cross referenced the sources for those that are more familiar with the Circulars. Also Part 18, 19, and 20 should be in sync with the circulars, but have some limited differences, so both sure to reference both when looking for a citation or verifying compliance.

## **Slide 25 Governing Regulations**

### Grantee Type, Regulation

- State, Local or Tribal Government, Administrative Requirements – OMB Circular A-102
- State, Local or Tribal Government, Cost Principles – 2 CFR 225 (OMB Circular A-87)
- State, Local or Tribal Government, Non-profits & Institutions of Higher Education, Agency Grants Management Common Rule – 49 CFR Part 18, 19, and 20 DOT Regulations for grants, cooperative agreements and other agreements
- State, Local or Tribal Government, Non-profits & Institutions of Higher Education, Audit Requirements – OMB Circular A-133
- Non-profit Organization & Institutions of Higher Education, Administrative Requirements – 2 CFR 215 (OMB Circular A-110)
- Non-profit Organization, Cost Principles – 2 CFR 230 (OMB Circular A-122)
- Institutions of Higher Education, Cost Principles – 2 CFR 220 (OMB Circular A-21)

### **Instructor Notes:**

- Here we have listed the grant administration requirements, cost principles and the FMCSA "common rule". They are organized by grantee types, as different grantees have different rules in some cases.
- This is a quick reference guide for you. There are more details in the manual with web links to the specific references.
- Be sure to become familiar with all of these regulations.

## Slide 26 Types of FMCSA Grants

FMCSA administers two types of federal financial assistance programs

- Formula – MCSAP Basic and Incentive
- Discretionary – all other FMCSA programs

### **Instructor notes:**

- In order to fully understand how FMCSA will administer its grants it is important to understand the distinctions and similarities between the two primary types of grants – formula and discretionary
- Formula or mandatory grants – are grant programs with specific purposes, specific grantees, and/or often specific funding formulas. They do not have a competitive basis and are awarded based on their program specification and/or formula. MCSAP Basic/Incentive is FMCSA's only formula grant program.
- Discretionary grants – are competitive grants and grants awarded at the Secretary's discretion. These must have a fair and open process that maintains an arms length relationship between the grantor and grantee. All FMCSA grants other than MCSAP Basic/Incentive are discretionary programs.
- Overall FMCSA administers 10 grant programs and they are delineated more fully on the next slide and in the grantee manual on page 9.

## Slide 27 Grant Program Legal Citations

- Motor Carrier Safety Assistance Program (MCSAP) Grants – Basic and Incentive
  - SAFETEA-LU 4101(a), 4106 basic and incentive; 49 U.S.C. 31102-31104 (2006), as amended.
- Motor Carrier Safety Assistance Program (MCSAP) Grants New Entrant
  - SAFETEA-LU 4107(b); 49 U.S.C. 31104(a) and 31144(g)(5) (2006), as amended
- Motor Carrier Safety Assistance Program (MCSAP) Grants High Priority
  - SAFETEA-LU 4107(a); 49 U.S.C. 31104 (k)(2006), as amended
- Performance and Registration Information Systems Management (PRISM) Grants
  - SAFETEA-LU 4101(c)(3) and 4109; 49 U.S.C. 31106(b) and 31109 (2006), as amended.
- Border Enforcement Grants (BEG)
  - SAFETEA-LU 4101(c)(2) and 4110; 49 U.S.C. 31107 (2006), as amended
- Commercial Driver’s License Program Improvement (CDLPI) Grants
  - SAFETEA-LU 4101(c)(1) and 4124; 49 U.S.C. 31311 and 31313 (2006) as amended
- Commercial Driver’s License Information System (CDLIS) Modernization Grants Program
  - SAFETEA-LU 4123; 49 U.S.C. 31309 and 31311 (2006), as amended
- Core and Expanded Commercial Vehicle Information Systems and Networks (CVISN) Grants
  - SAFETEA-LU 4101(c)(4), 4126; 49 U.S.C. 31106, Historical and Statutory Notes (2006), as amended
- Safety Data Improvement Program (SaDIP) Grants
  - SAFETEA-LU 4101(c)(5) and 4128; 49 U.S.C. 31100, Historical and Statutory Notes (2006), as amended
- Commercial Motor Vehicle (CMV) Operator Safety Training Grants
  - SAFETEA-LU 4134; 49 U.S.C. 31301,31104(i) (2006), as amended

### **Instructor notes:**

- Here is a snapshot of the 10 grant programs at FMCSA and their legal citations.
- In addition to needing a familiarity with the general grants management statutes, regulations and OMB Guidance, you should also become very familiar with the program authorization legislation pertaining to your specific grant award.
- Knowledge and understanding of the authorization legislation and regulations is just as important when determining allowable costs, eligibility for application and eligibility of costs and activities, as well as some reporting and/or performance requirements as the OMB circulars and general grants management guidance.
- A snapshot of these programs in the Introduction of the manual on Page 10.

**Slide 28 Wrap Up and Knowledge Check**

**Instructor notes:**

(Transition Slide)

## Slide 29 Summary

- Now that you have completed this module, you should be able to successfully meet the module performance objectives to:
  - Describe the FMCSA grants management principles and lifecycle
  - Identify the key systems and resources used for FMCSA grants management
  - Describe the key roles and responsibilities of grantees and FMCSA
  - Know where to find the key regulations pertaining to FMCSA grants management
  - Describe the different types of FMCSA grants and grant programs

### **Instructor notes:**

OK, now that you have completed this module, which was jam packed with a variety of information, you should understand:

- FMCSA's overall purpose, vision and objectives for grants management,
- The key regulations, policies and procedures applicable to FMCSA grants management; and,
- The key systems used for grants management at FMCSA and how to access them

Throughout this training, after each Module we will do a quick Knowledge Check so that you can help lock in what you have learned. Attached at this link is the first Knowledge Check for Module 1. Feel free to take this “quiz” and then check your answers to determine how well you understood and synthesized this information. The answers can then be found at the link listed at the bottom of the slide.

### **Slide 30 Check Your Knowledge**

- Module 1 Knowledge Check
- Module 1 Knowledge Check Answers