

KEY CONTACTS FORM INSTRUCTIONS

Each applicant must submit a Key Contacts Form as part of their application for FMCSA grants. The form should be filled in completely. All fields marked with and with asterisk (*) symbol are mandatory. Please use the following instructions when completing the Key Contacts Form:

Applicant Organization Name: In the “Applicant Organization Name” field at the top of the Key Contacts Form please use the same organization name used in the SF-424.

Contact 1 Project Role: For Contact 1 Project Role, please include the contact information for the person in the organization who is authorized to sign the grant agreement on behalf of the organization. This individual is typically the head of the organization or a designee (ex: Colonel, Director, Commissioner, etc).

Contact 2 Project Role: In Contact 2 Project Role please provide the contact information for the person in your organization who will have daily oversight over implementing the program. This role is typically performed by the project/program manager (ex: Unit Commander, Project Coordinator, etc.).

Contact 3 Project Role: For Contact 3 Project Role please provide the contact information for the person responsible for monitoring grant program finances. This individual should be able to provide clarification on financial information such as budget details, Single Audits, invoice support documentation, and so forth. This role is typically performed by a grant, finance, or administrative/program specialist.

Additional contact information may be provided at the discretion of the applicant.