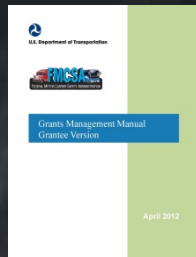




Grants Management Grantee Manual Training



*Pre-Award:
FMCSA
Application
Review
Module 4*

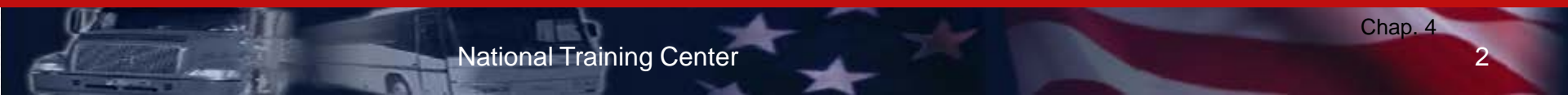
Chapter 4





Objective

- By the end of this module, you should be able to successfully:
 - Identify the key components in the FMCSA application review process, to include:
 - FMCSA Application Review Process Overview
 - Business Management Review
 - Technical Review Panel



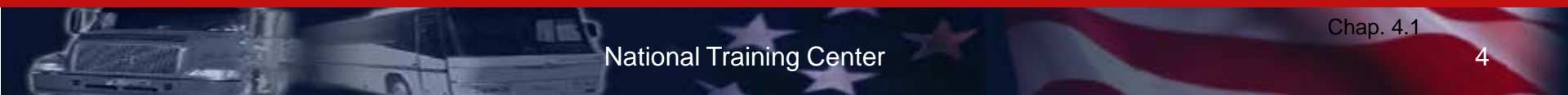
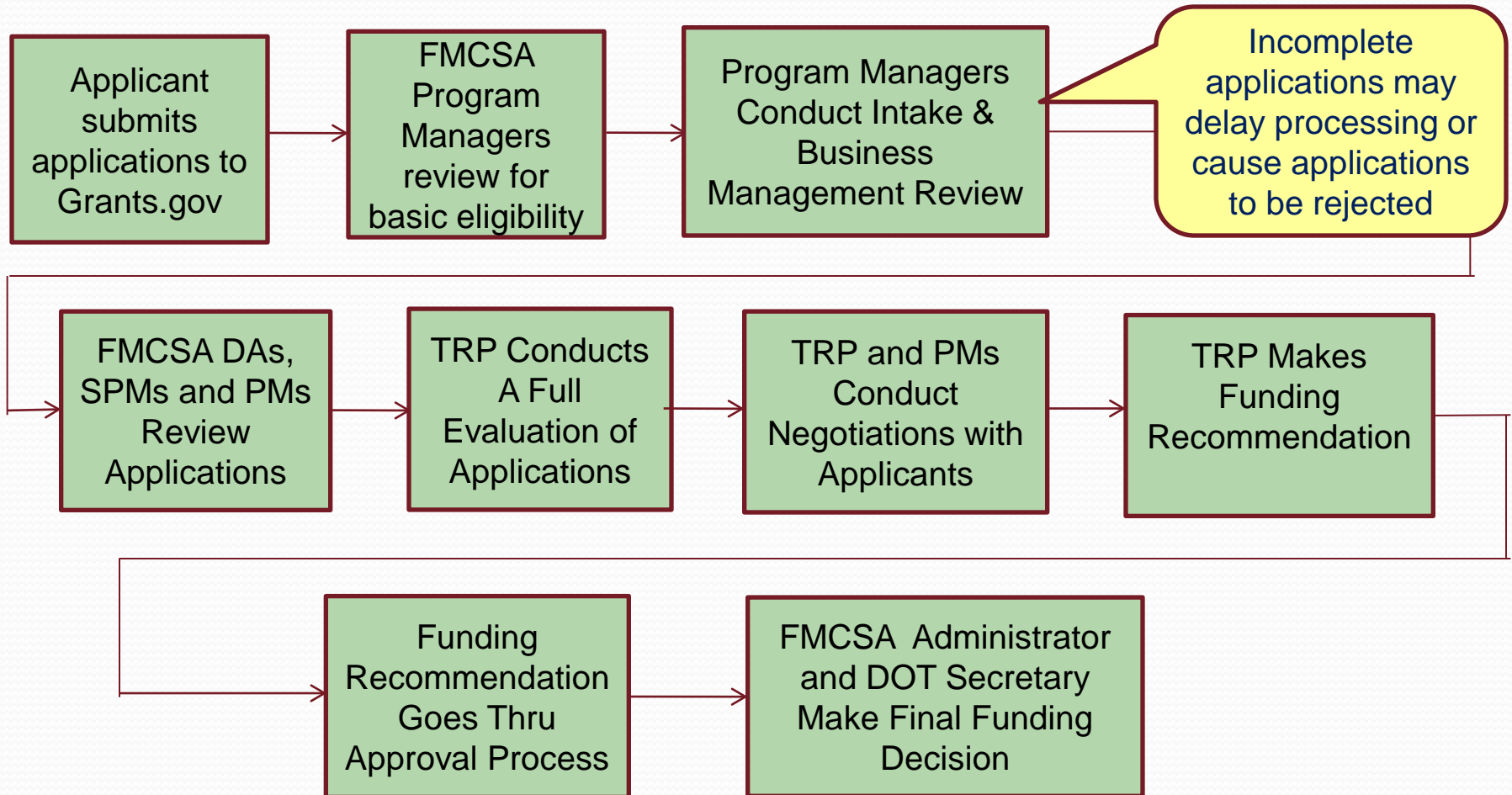


Application Review Process Overview





Overall Application Review Process



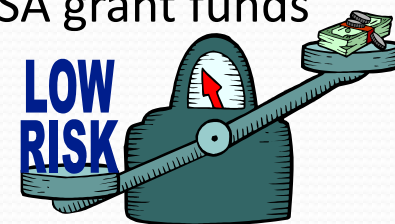
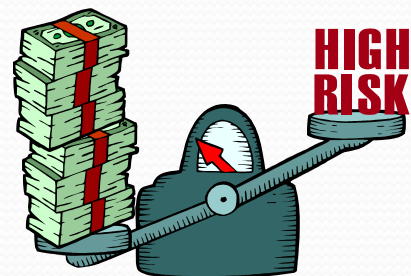


Business Management Review

- A process used to determine whether an applicant has the management, organization, personnel and systems in place to manage FMCSA grant funds properly

- The BMR is comprised of:

- Conflict of Interest/Hatch Act/Lobbying Restrictions/Debarment and Suspension Review
- Delinquent Federal Debt Analysis
- Review of Previous FMCSA Grant Performance
- Review of Previous Audits
- Administrative Capabilities Questionnaire Review
- Additional Resources Review (as needed)





U.S. Department of Transportation



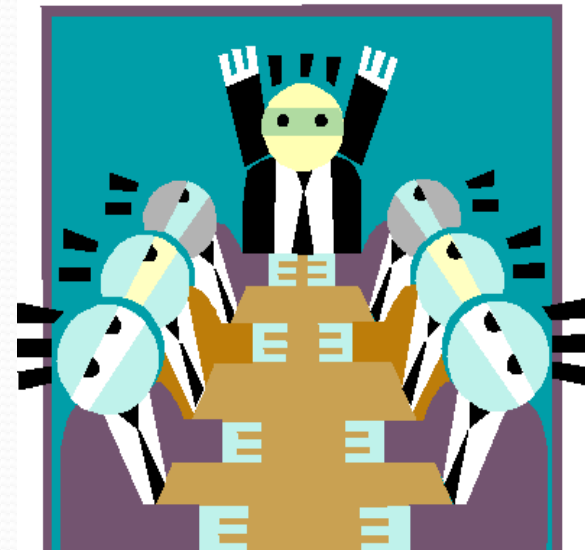
Technical Review Panel





Technical Review Panel

- A Technical Review Panel (TRP) is a thorough, consistent, and independent examination of an application based on pre-established criteria by persons with subject matter expertise.
- All FMCSA grant programs are required to use a Technical Review Panel (TRPs)





Technical Review Panel

- Perform budget and cost analysis review
- Evaluate cost data includes determining if costs are appropriate for grantee type and in accordance with applicable cost principles.
- Costs must be:

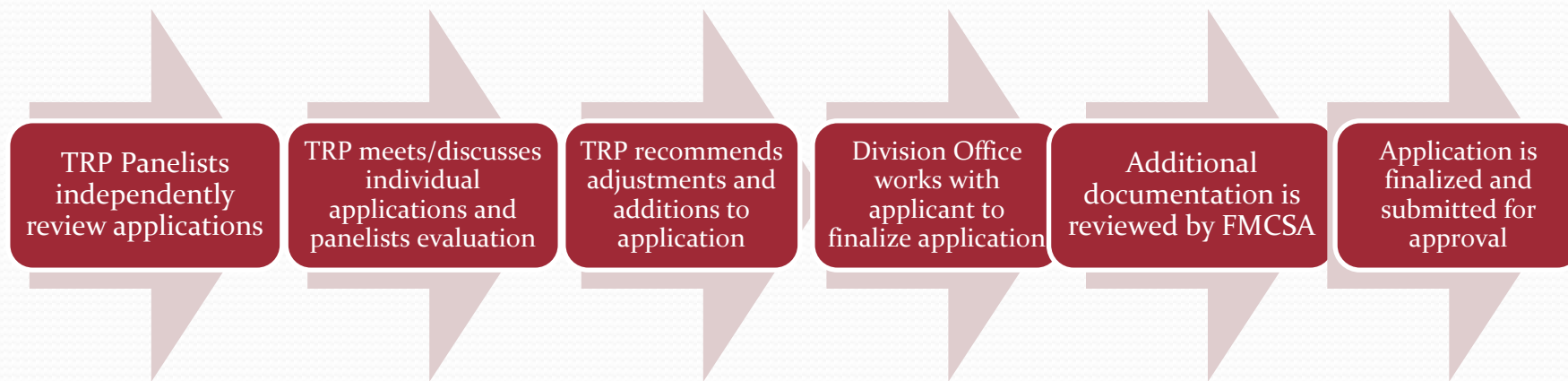


- All TRP discussions, application scores and associated score comments are captured electronically
- Score applications based on published evaluation criteria

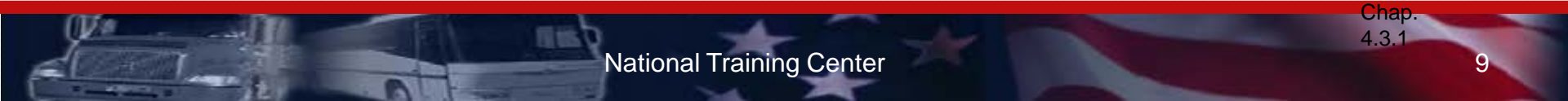




Mandatory/Formula TRP Process

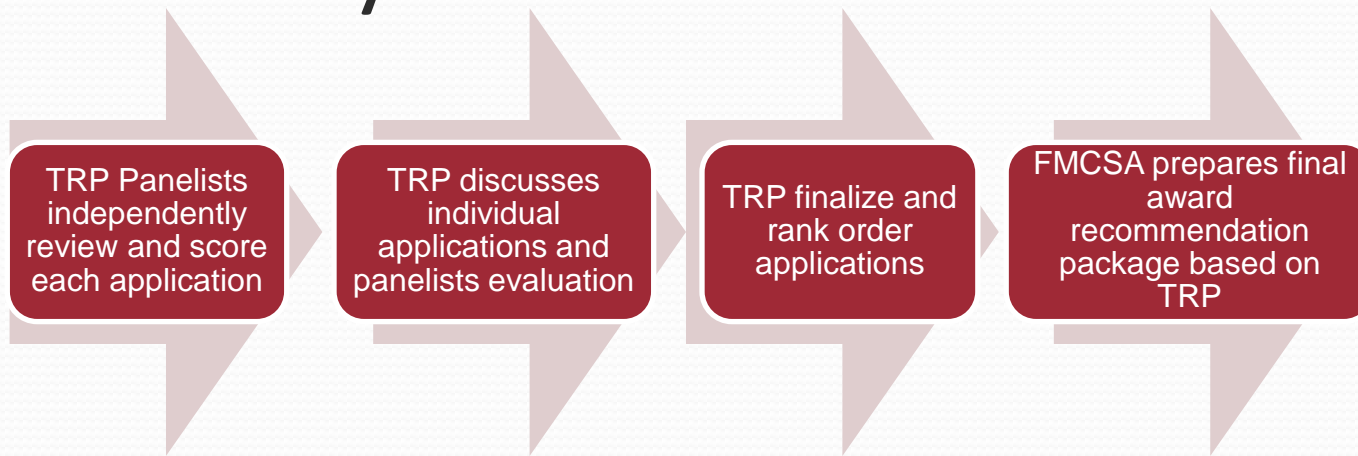


- TRPs are hosted regionally
- FMCSA provides the TRP feedback to grantee for final adjustments to the application/CVSP, missing documentation, etc.





Discretionary TRP Process



- Scores are based on the evaluation criteria and weights in the Grants.gov announcement
- FMCSA may request additional information, clarification or budget rework from applicants, as needed
- Panel may meet a second time depending on the level of clarification needed from the applicants





What Is the TRP Looking For?

- All requested documents completed fully and accurately
 - SF-424, 424a, 424b, SF-LLL, Administrative Capability Questionnaire, Contact Form
 - Program specific documents such as a complete CVSP, project plan, etc.
- An application that clearly addresses the program priorities and evaluation criteria listed in the Grants.gov announcement
- Meets the statutory and regulatory requirements of the program and grant administration





What Is the TRP Looking For?

- Has programmatic technical merit
- Contains a quality and reasonable project plan
- Complete budget that correlates to the project activities and meets all of the cost principles
- Grantees that have performed well in the past and/or have the management, financial and organizational capability to administer the grant funds properly
- Accurate calculation of match and MOE, where applicable
- Approved Indirect Cost (IDC) Rate letter (if budget includes IDC), where applicable





Wrap-up and Knowledge Check





Summary

- Now that you have completed this module, you should:
 - Understand the key components in the FMCSA application review process, to include:
 - FMCSA Application Review Process Overview
 - Business Management Review
 - Technical Review Panel Process





Check Your Knowledge

- Module 4 Knowledge Check
- Module 4 Knowledge Check Answers

