

# APPLICATION PROCESS

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# ATCMTD Application Process

- Applications must be submitted through Grants.gov at [www.grants.gov](http://www.grants.gov). To submit, applicants must:
  - a) Obtain a Data Universal Numbering System (DUNS) number;
  - b) Register with the System for Award (SAM) at [www.sam.gov](http://www.sam.gov);
  - c) Create a Grants.gov username and password; and
  - d) E-business POC at the applicant's organization must respond to the registration email from Grants.gov and login to authorize the POC as an Authorized Organization Representative.
- Applications due **June 3, 2016**
- Note: The Grants.gov registration process usually takes 2-4 weeks to complete; late applications that are the result of failure to register or comply with Grants.gov applicant requirements will not be considered.

# ATCMTD Application Process

- Applicants may obtain application forms at Grants.gov under the Notice of Funding Opportunity (NOFO) number.
  - Applicant must complete and submit all forms included in the application package for this NOFO as contained at [www.grants.gov](http://www.grants.gov).
- Application must include the Standard Form (SF) 424 (Application for Federal Assistance), SF 424A (Budget Information for Non-Construction Programs), SF 424B (Assurances for Non-Construction Programs), Grants.gov Lobbying Form, cover page, and the project narrative.
  - SFs are available online at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

# ATCMTD Application: Cover Page

## **Cover Page should including the following information:**

- Project Name
- Previously Incurred Project Cost
- Future Eligible Project Cost
- Total Project Cost
- ATCMTD Request
- Total Federal Funding (including ATCMTD)
- Are matching funds restricted to a specific project component? If so, which one?
- State(s) in which the project is located
- Is the project currently programmed in the: TIP, STIP, MPO Long Range Transportation Plan, and/or State Long Range Transportation Plan?

# ATCMTD Application: Narrative

Recommended that the Project Narrative use the following basic outline to clearly address the program requirements and make critical information readily apparent:

- Project description;
- Staffing description; and
- Funding description.

Besides a detailed statement of work, detailed project schedule, and detailed project budget, the Project Narrative should include a table of contents, maps, and graphics as appropriate to make the information easier to review.

# ATCMTD Project Description (1 of 3)

- 1 to 2-page summary of the proposed technology deployment(s).
- Description of the entity that will be entering into the agreement with FHWA.
- Description of the geographic area or jurisdiction the deployment will service.
- Description of the real world issues and challenges to be addressed by the proposed technology deployments.
  - Discuss how the proposed deployments address the ATCMTD goals and any applicable focus area.
  - Applicants should highlight any proposed linkages to Ladders of Opportunity pathways to jobs and economic opportunities.

# ATCMTD Project Description (2 of 3)

- Description of the transportation systems and services in the project.
- Plan to deploy and provide long-term operation and maintenance of the proposed technologies to improve safety, efficiency, system performance, and return on investment.
- Description of any challenges in the regulatory, legislative, or institutional environments or other obstacles to deployment.
- Quantifiable system performance improvements.
- Quantifiable safety, mobility, and environmental benefit projections.

# ATCMTD Project Description (3 of 3)

- Vision, goals, and objectives of the applicant for the technology deployment.
- Plan for partnering with the private sector or public agencies.
- Plan to leverage and optimize existing local and regional advanced transportation technology investments.
- Schedule for conducting the technology deployment and for completion of all proposed activities.
- Any support or leveraging of the ITS program or innovative technology initiatives.

# ATCMTD Staffing Description

- Description of the organization of staffing to manage and conduct the project, including identification of key personnel, organization, role, and responsibility.
- Primary point of contact and complete contact information.

# ATCMTD Funding Description

- Applications must include a breakdown of estimated costs across project work areas or tasks, including an identification of funding sources and amounts.

## Notes:

- The maximum amount of funding requested from the ATCMTD program cannot exceed \$12 million per year nor exceed 50% of the total cost of the activities proposed to be funded.
- Selection of an application to receive grant funding in one fiscal year is not a commitment of any future funding.
- Applications will be solicited annually for competitively selecting grant recipients for that funding year.