

# Strengthening Mobility And Revolutionizing Transportation (SMART) Grant Program

## Exhibit B (APPLICATION PROCESS): APPLICATION AND SUBMISSION INFORMATION

### 1. Address to Request Application Package

All grant application materials can be accessed at grants.gov under the Notice of Funding Opportunity Number **XXXXXXX**. Applicants must submit their applications via U.S. DOT's automated proposal website **(Insert URL when established)**. Potential applicants may also request paper copies of materials at:

Telephone: (202)-366-4114

Mail: U.S. Department of Transportation  
1200 New Jersey Avenue SE  
W84-322  
Washington, DC 20590

### 2. Content and Form of Application Submission

The application must include the following: Standard Forms; Key Information Questions; Project Narrative and Summary Budget Narrative. This information must be submitted via the U.S. DOT's automated proposal website **(Insert URL when established)**. More detailed information about each application material is provided below.

- i. **Standard Forms:** All applicants must submit the following Standard Forms (SF): Standard Form 424 (Application for Federal Assistance), Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B).
- ii. **Key Information Questions:** This is a preview list of the questions that are asked on U.S. DOT's automated proposal website (Insert URL when established). After registering in the system, the applicant will be prompted to answer these questions on the website.

| Title                | Instructions  |
|----------------------|---|
| Project Name         | Enter a concise, descriptive title for the project. This should be the same title used in the Grants.gov SF-424 submission and the application narrative. |
| Eligible Entity Type | Indicate the eligible entity type for your application: A. a State; B. a political subdivision of a State; C. a Federally recognized Tribal               |

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|   | government; D. a public transit agency or authority; E. a public toll authority; F. a metropolitan planning organization; G. A group application of 2 or more eligible entities described in (A) through (F); or a collaborative application of 2 or more eligible entities described in (A) through (F).   |
| Was an application for USDOT discretionary grant funding or other federal programs previously submitted for this project?                                     | (If yes, please include project title and applicable grant programs)  |
| Was a similar application submitted, or will a similar application be submitted for funding for this project under FHWA's ATTAIN (previously ATCMTD) program? | (If yes, please include project title of similar grant application)   |
| Was federal funding previously received for this project?   | (If yes, indicate the amount of federal funding received and the grant number where the funds were requested.)  |
| Is this a group application, through a single, lead-applicant?  | (If yes, please provide organizational name(s) of sub-recipient(s) that will receive funds and other key partners.)   |
| Is this a collaborative application, with each applicant applying separately?   | (If Yes, please indicate the organization name(s) of the other eligible applicant(s) you are collaborating with.)   |
| Brief Project Description   | Describe the project in plain language, using no more than 100 words. Please do not describe the project's benefits, background, or alignment with the selection criteria in this description field. A longer, narrative description will be provided in the Project Narrative. The Brief Project Description of successful applicant may be published by U.S. DOT and, therefore, must not contain classified or proprietary information |
| <b>Project Location</b>   |   |
| Project Location  | Indicate the primary location the project will take place. If more than one location, please list additional locations in the next question.  |
| Additional Project Locations  | Identify additional project locations separated by a comma.   |
| Community Size  | Indicate the size of the community (large community; midsized   |

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|   | community; regional partnership; or rural community. <sup>[1]</sup> ) that your project primarily benefits.   |
| Project Location Primary Census Tract   | Identify the anticipated census tract number(s) of the planned project.   |
| Other Project Census Tracts   | Identify census tract information for other anticipated areas of the planned project location.  |
| Is the project located (entirely or partially) in an Economically Disadvantaged Community? (Definition provided in section H) | <p>List qualifying census tracts within these areas. (<a href="https://datahub.transportation.gov/stories/s/tsyd-k6ij">https://datahub.transportation.gov/stories/s/tsyd-k6ij</a>)</p> <p>Also provide a screenshot of the location of the proposed project using DOT's mapping tool for Historically Disadvantaged Communities (<a href="https://usdot.maps.arcgis.com/apps/dashboards/d6f90dfcc8b44525b04c7ce748a3674a">https://usdot.maps.arcgis.com/apps/dashboards/d6f90dfcc8b44525b04c7ce748a3674a</a> ). For technical assistance using the mapping tool, please contact GMO@dot.gov.</p>  |
| <b>Project Costs &amp; Timeline</b>   |   |
| Amount Requested  | Total Dollar Amount Requested   |
| Proposed Duration of Stage 1 Project  | May be up to 18 months  |
| <b>Project Specific Questions</b>   |   |
| Demonstration area(s)   | <p>Indicate <u>one or more</u> of the following demonstration areas that your project aligns with:</p> <ul style="list-style-type: none"> <li>A. coordinated automation;</li> <li>B. connected vehicles;</li> <li>C. intelligent, sensor-based infrastructure;</li> <li>D. systems integration;</li> <li>E. commerce delivery and logistic;</li> <li>F. leveraging use of innovative aviation technology;</li> <li>G. smart grid; or</li> <li>H. smart technology traffic signals</li> </ul> <p><i>Note that applications are not scored on the number of demonstration areas indicated, so it is important to only select the area(s) that your project aligns with.</i></p> |
| Does this project relate to   | Indicate "Yes" or "No." Note that SMART grants shall <u>not</u> be used for   |

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| traffic or parking enforcement; or license plate reader activities?         | any traffic or parking enforcement activity or to purchase or lease a license plate reader. |
| Is a waiver or special permission required to conduct the proposed project? | (If yes, indicate the waiver or special permission obtained)                                |

**3. Project Narrative:**

The primary purpose of the Narrative is for the applicant to state their case for meeting the merit criteria laid out in Section E. The Narrative should not exceed **5 pages**. The Narrative should be in PDF format, with font size of no less than 12-point Times New Roman, single spaced, minimum 1-inch margins on all sides, and page numbers.

i. Overview/Project Description

This section should provide a clear, concise description of the project and the proposed technology deployment and the real-world issues and challenges to be addressed by project. Applicants should also discuss how the proposed technology deployments address the goals of the SMART program and any applicable technology areas. A description of how the project plans to improve upon the status quo, what brief description of the anticipated benefits are and who or what communities will benefit is also required.

ii. Project Location

This section should provide a description of the geographic area or jurisdiction the deployment will service, including whether or not the area in question is considered a large, midsized or rural community, whether or not the applicant is a regional partnership and to what extent the project is located (entirely or partially) in an Economically Disadvantaged Community. Note that while applicants are asked to provide exact locations for each project in the key information table above, if selected for an award, the exact location may be adjusted during the Stage 1 planning process; therefore this section should explain and identify which geographic locations are under consideration for projects to be implemented and what analysis will be used in a final determination. Refer to Section D.2.ii of the Notice to provide specific location data.

iii. Technical Merit Selection Criteria

This section should respond to the criteria for evaluation and selection in **Section E.1.i** of this Notice and include a compelling narrative to highlight how the application aligns with the following Technical Merit criteria:

- Identification and Understanding of the Problem to Be Solved
- Appropriateness of Proposed Solution
- Expected Benefits

#### iv. Project Readiness Evaluation Criteria

This section should respond to the criteria for evaluation and selection in Section E.1.ii of this Notice and include a compelling narrative to highlight how the application aligns with the following Project Readiness criteria:

- Feasibility of Workplan
- Community Engagement and Partnerships
- Leadership and Qualifications

#### 4. Summary Budget Narrative

The Applicant shall provide a summary budget narrative that corresponds to and describes information contained in the applicant's SF424A. The narrative should describe all of the planned project costs for Stage 1 (i.e., direct labor, travel, equipment, supplies, contractual, construction, & other) and how these planned costs are connected to the project scope. The summary budget narrative must be sufficiently clear, concise, and detailed to describe how funds will be spent under the project.

<sup>[1]</sup> A "large community" means a community with a population of not less than 400,000 individuals, as determined under the most recent annual estimate of the Bureau of the Census. A "midsized community" means any community that is not a large community or a rural community. A "regional partnership" means a partnership composed of 2 or more eligible entities located in jurisdictions with a combined population that is equal to or greater than the population of any midsized community. A "rural community" means a community that is located in an area that is outside of an urbanized area (as defined in section 5302 of title 49, United States Code which defines "rural" as a community with a population of less than 50,000 individuals).

<sup>[2]</sup> Please note that SMART grants shall not be used reimburse any preaward costs or application preparation costs of the SMART grant application.

#### 5. Unique entity identifier and System for Award Management (SAM)

Each applicant is required to: (i) be registered in SAM (<https://sam.gov/content/home>) before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. DOT may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time DOT is ready to make an award, DOT may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

#### 6. Submission Dates and Times

Applications must be submitted by 5:00 PM EDT on Friday, November 18, 2022.

## **7. Funding Restrictions**

Per BIL requirements, of the funds awarded each fiscal year for the SMART Grants Program, not more than 40 percent shall be used to provide SMART grants for eligible projects that primarily benefit large communities; not more than 30 percent shall be provided for eligible projects that primarily benefit mid-sized communities; and not more than 30 percent shall be used to provide SMART grants for eligible projects that primarily benefit rural communities or regional partnerships.

In addition, an eligible entity may not use more than 3 percent of the amount of a SMART grant for each fiscal year to achieve compliance with applicable planning and reporting requirements.

## **8. Other Submission Requirements**

The format of the Section D.2 application submission should be in PDF format, with font size no less than 12-point Times New Roman, margins a minimum of 1 inch on all sides, and include page numbers.

The complete application must be submitted via U.S. DOT's online submission proposal system *(Insert URL when established)*.

