



**U.S. Department  
of Transportation**

Pipeline and Hazardous  
Materials Safety  
Administration  
(PHMSA)

## **Notice of Funding Opportunity (NOFO)**

### **Pipeline Safety Information Grants to Communities: Technical Assistance Grants (TAG)**

#### **Fiscal Year 2024**

NOFO Posted Date: February 21, 2024  
Application Due Date: April 10, 2024, 11:59pm EST  
Questions Due Date: April 10, 2024, 11:59pm EST

Applicants must be registered at [www.grants.gov](http://www.grants.gov) to apply online. It is highly recommended that applicants begin the registration process as soon as possible to avoid delays in submission. Additionally, applicants must maintain an active registration in the System for Award Management at [www.SAM.gov](http://www.SAM.gov).

Furthermore, applicants must register with FedConnect at <https://www.fedconnect.net> for an account before applying. FedConnect is a messaging platform where applicants can communicate directly with PHMSA. Your organization's Marketing Partner ID Number (MPIN), which can be retrieved from SAM, is required to create an account. For instructions on how to register in FedConnect and how to use the portal, view the [FedConnect: Ready, Set, Go! Tutorial](#) under the *Need Help?* section on the FedConnect home page.

**Assistance Listing Program Number (formerly CFDA)**  
20.710 "Technical Assistance Grants"

**PHMSA NOFO Number**  
693JK324NF0004

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**Program Summary**

Federal Agency Name:	U.S. Department of Transportation (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA)
Funding Opportunity Title:	Pipeline Safety Information Grants to Communities: Technical Assistance Grants (TAG)
Announcement Type:	Initial Announcement
Funding Opportunity Number:	693JK324NF0004
Assistance Listing Program Number:	20.710
NOFO Posted Date:	February 21, 2024
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## MISSION

The mission of the U.S. Department of Transportation (DOT or Department) is to deliver the world's leading transportation system, serving the American people and economy through the safe, efficient, sustainable, and equitable movement of people and goods. DOT's Pipeline and Hazardous Materials Safety Administration (PHMSA) protects people and the environment by advancing the safe transportation of energy and other hazardous materials that are essential to our daily lives. To do this, PHMSA establishes national policy, sets and enforces standards, educates, and conducts research to prevent incidents. PHMSA also prepares the public and first responders to reduce consequences if an incident does occur. To accomplish this, PHMSA may award grants to states, tribes, territories, localities, communities, and nonprofit organizations that help ensure pipelines operate safely and shipments arrive without incident.

## SECTION A – PROGRAM DESCRIPTION

### A.1 Statement of Purpose

Pipeline safety and associated environmental protection are a shared responsibility and informed communities play a vital role in the safety and reliability of pipeline operations. The Pipeline Safety Information Grants to Communities: Technical Assistance Grants (TAG) Program (Assistance Listing 20.710) provides funding to local communities and groups of individuals for technical assistance related to pipeline safety. Through meaningful public involvement,<sup>2</sup> the program also provides opportunities that strengthen the depth and quality of public participation in the safe operation of pipelines in and around communities. For the purpose of this program, technical assistance is defined as engineering or other scientific analysis of pipeline safety issues.

A strong transportation network is critical to the functioning and growth of the American economy. The nation's industries depend on the transportation network to move the goods it produces and facilitate the movements of the workers who are responsible for that production. When the nation's pipelines, highways, railways, and ports function well, that infrastructure connects people to jobs and increases the efficiency of delivering goods, and thereby cuts the costs of doing business, reduces the burden of commuting, and improves overall well-being.

The Department seeks to fund projects that advance the Departmental priorities of safety, equity, climate and sustainability, workforce development, job quality, and wealth creation as described in the [USDOT Strategic Plan](#), the [Research, Development and Technology Strategic Plan](#), and in Executive Orders.<sup>3</sup>

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<sup>2</sup> <https://www.transportation.gov/sites/dot.gov/files/2022-10/Promising%20Practices%20for%20Meaningful%20Public%20Involvement%20in%20Transportation%20Decision-making.pdf>

<sup>3</sup> Executive Order 14008, Tackling the Climate Crisis at Home and Abroad (86 FR 7619). Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR

## **A.2 Statute and Program Authority**

The TAG program is authorized under the Protecting Our Infrastructure of Pipelines and Enhancing Safety (PIPES) Act of 2020, Public Law 116-260 and 49 U.S.C. § 60130, to make grants to local communities and groups of individuals (not including for-profit entities) for technical assistance relating to pipeline safety.

49 U.S.C. § 60130(d)(1) defines “technical assistance” as “engineering, research, and other scientific analysis of pipeline safety issues, including the promotion of public participation on technical pipeline safety issues...”

## **A.3 Background**

Since 2009, PHMSA has awarded more than \$18.4 million in TAG funding for more than 269 technical assistance projects. TAG awards have funded a broad range of activities, including improvement of local pipeline emergency response capabilities; improvement of safe digging or damage prevention programs; development of pipeline safety information resources; implementation of local land use planning practices that enhance pipeline safety; community and pipeline awareness campaigns; and public participation in official proceedings pertaining to pipeline safety. A summary of prior TAG awards is available at [www.phmsa.dot.gov/grants/pipeline/technical-assistance-grants-tag](http://www.phmsa.dot.gov/grants/pipeline/technical-assistance-grants-tag).

# **SECTION B – FEDERAL AWARD INFORMATION**

## **B.1 Funding**

PHMSA anticipates \$2,000,000 will be available to support the FY 2024 TAG program, subject to appropriations. Grant awards under this NOFO may not exceed \$100,000 for a single recipient. Additionally, from the amounts used to carry out the TAG program, the Secretary shall award \$1,000,000 to an “eligible applicant” through a competitive selection process for the purpose of improving the quality of technical assistance provided to communities or individuals under 49 U.S.C. § 60130(c)(2). 49 U.S.C. § 60130(d)(2) defines an “eligible applicant” for the \$1,000,000 award as a nonprofit entity that (A) is a public safety advocate; (B) has pipeline safety expertise; (C) is able to provide individuals and communities with technical assistance; and (D) was established with funds designated for the purpose of community service through the implementation of section 3553 of title 18 relating to violations of 49 U.S.C. Ch. 601.

Recipients may request up to 50 percent of the total amount of the award upon execution of the grant agreement. The remaining amount may be requested upon receipt and approval (by the

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7009). Executive Order 14025, Worker Organizing and Empowerment (86 FR 22829), and Executive Order 14052, Implementation of the Infrastructure Investment and Jobs Act (86 FR 64335).

PHMSA Agreement Officer) of the mid-term progress report. PHMSA may implement additional requirements for an “eligible applicant” of an award over \$100,000.

## **B.2 Period of Performance**

The period of performance is 12 months from the effective date of award for each grant. Applicants must only apply for funding that can be reasonably expended within this time frame and for projects that can be completed within the period of performance.

## **B.3 Type of Award**

This is a discretionary grant award. If funding is made available, PHMSA intends to award multiple grants under this NOFO. The number of awards will depend on the availability of funding, the quality of applications, the number of applications received, and the dollar amounts requested. PHMSA may, at its discretion, award a grant based on the application in its entirety, award funds for only portions of a grant application, or reject the application. Submission of an application is not a guarantee of award.

## **B.4 Previous Award**

TAG recipients from previous years are eligible to apply for a FY 2024 TAG; however, applications should be for new projects and not for renewal or supplementation of existing projects.

# **SECTION C – ELIGIBILITY INFORMATION**

## **C.1 Eligible Applicants**

Applicants for the TAG must be local communities or groups of individuals (not including for-profit entities) related to the safety and associated environmental mitigation of pipeline facilities in local communities, other than facilities regulated under Public Law 93-153 (43 U.S.C. § 1651 et seq.). Eligible applicants include cities, towns, villages, counties, tribes, parishes, townships, and similar governmental subdivisions, or consortiums of such subdivisions, and groups of individuals; this does not include for-profit entities. States, universities, and for-profit entities are not eligible for TAG funding.

## **C.2 Cost Sharing or Matching**

There are no requirements for cost-sharing or matching.

## SECTION D – APPLICATION AND SUBMISSION INFORMATION

### D.1 Address to Request Application Package

PHMSA requires applicants for this funding opportunity to apply electronically through [www.grants.gov](http://www.grants.gov). Applicants must download the application package associated with this funding opportunity by following the directions provided at [www.grants.gov](http://www.grants.gov). To request a hard copy of the application package, please contact:

Dwayne Cross, Agreement Officer  
Acquisition Services Division  
Pipeline and Hazardous Materials Safety Administration  
1200 New Jersey Avenue, SE, E22-306  
Washington, D.C. 20590  
Phone: 202-366-4429  
E-mail: [Dwayne.Cross@dot.gov](mailto:Dwayne.Cross@dot.gov)

If you are a hearing-impaired person, please contact the FR/TTY at 1-800-877-8339 or e-mail [PHMSA-Accessibility@dot.gov](mailto:PHMSA-Accessibility@dot.gov).

### D.2 Content and Form of Application Submission

Each application must consist of the following required documents:

1. Application for Federal Assistance Standard Form (SF-424)
2. Budget Information – Non-Construction Programs (SF-424A)
3. Project Narrative
4. Budget Narrative and Estimates
5. Standard Title VI/Non-Discrimination Assurances
6. Certification Regarding Lobbying

The application forms and templates are available on [www.grants.gov](http://www.grants.gov) in the Forms Package and under the “Related Documents” tab with detailed instructions on the application process.

Applicants should also review Section E, Application Review information, to ensure the narratives contain all information on which PHMSA will evaluate.

Sharing of Application Information - Except for the information properly marked as described in Section H, the Department may share application information within the Department or with other federal agencies if the Department determines that sharing is relevant to the respective program’s objectives.

## Standard Forms

The following forms are found in [www.grants.gov](http://www.grants.gov) under the FY 2024 TAG Funding Opportunity and must be completed by the applicant.

1. Standard Form (SF)-424 – Application for Federal Assistance
2. SF-424A – Budget Information
3. Lobbying Form – Certification Regarding Lobbying
4. Standard Title VI/Non-Discrimination Assurances – Civil Rights Assurances

## Applicant Attachments

Applicants must use SF-424A through [www.grants.gov](http://www.grants.gov) to submit their budget/cost proposal. The budget should reflect the applicant's best terms from a cost and technical standpoint to perform the work. No fee or profit should be proposed.

## Description of Cost Categories

Project budgets should show how different funding sources will share in each activity and present those data in dollars and percentages. The budget should identify other federal funds, if any, that the applicant intends to use. Funding sources should be grouped into three categories: non-federal, PHMSA-specific, and other federal with specific amounts from each funding source.

Additional budgetary information, broken down as described below, must provide detailed information on each cost element, consistent with the applicant's cost accounting system. The amounts requested for each budget category must be justified in a budget section under each project in applicant responses to this announcement. Budget narratives must address the following items:

- If your budget includes **personnel costs**, please include a complete breakdown, including *personnel title/position, hourly rate, and the number of hours expected to be spent by each person* on the proposed project.
- If your proposal includes **travel costs**, please include adequate details on how the cost has been calculated including travel fare, etc.
- If your proposal includes **equipment costs**, please include adequate details on how the cost has been calculated, including information on each specific equipment piece(s) required and their individual costs.

Applications that contain a request for indirect costs should include a budget narrative detailing the proposal for indirect costs, where allowable. The budget narrative should include a signed copy of the applicant's approved negotiated rate agreement that is valid as of the date of the application, if this is not already on file with the PHMSA State Programs division. If the applicant does not have an approved indirect cost rate agreement, the applicant may be eligible



for the 10-percent de minimis rate provided by 2 CFR § 200.414.

**\*Please note that to comply with the requirements of 2 CFR Part 200, Subpart E, and DOT's Guide to Financial Assistance, PHMSA's Agreement Officers and Grant Specialists may request additional information pertaining to your application during the application review/evaluation process.**

**If you are a non-profit municipal pipeline operator, your project narrative must state that the application conforms to the requirement in D.6, Funding Restrictions, pertaining to restricted uses of funding for non-profit municipal pipeline operators. Applications from non-profit municipal pipeline operators that propose activities associated with regulatory compliance or typical operations and maintenance of pipeline facilities will not be considered for award.**

Please refer to sections E.1 and E.2 for the Evaluation Criteria and Rating Guidelines, to which the Project and Budget Narratives will be evaluated.

### **D.3 Unique Entity Identifier (UEI) and System for Award Management (SAM)**

PHMSA may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. If an applicant has not fully complied with the requirements by the time PHMSA is ready to make an award, PHMSA 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. PHMSA recommends that applicants review the SAM database to ensure that their UEI is updated and "active." You can review the database at <https://www.sam.gov/portal/public/SAM/>.

### **D.4 Submission Dates and Times**

Complete applications must be received electronically through [www.grants.gov](http://www.grants.gov) by 11:59 p.m. EST on April 10, 2024. Applications received after this deadline will not be considered.

### **D.5 Funding Restrictions**

The funding for the TAG program may not be used for lobbying, in direct support of litigation, in direct advocacy for or against a pipeline construction or expansion project or other pipeline policy matters, or for activities associated with regulatory compliance or typical operations and maintenance of pipeline facilities as defined below.

Grant recipients must separately obtain PHMSA's written approval to fund pre-award costs consistent with 2 CFR § 200.458. While operators of non-profit municipal pipeline systems are considered communities and are eligible for a TAG, the funds shall not be used for activities associated with regulatory compliance or typical operations and maintenance of pipeline facilities. This restriction includes compliance with pipeline safety integrity management regulations.

Some examples of prohibited activities include:

- Expenses claimed and or reimbursed by another program.
- Expenses counted as match funds toward another federal program.
- Any additional costs disallowed or stated as ineligible in 2 CFR Part 200.
- One-on-one meetings and contacts with members of the Presidential Administration or Congress.
- Letters, policy reports, or recommendations sent directly to policymakers to sway policy debate or decisions.
- Billboards or advertisements aimed at attracting the attention of congressional staffers and administration officials.
- Capitol Hill briefings to converse with and educate members of Congress and their staffs.
- Hearings in congressional committees where public witnesses can testify on an issue.
- Protests, media (mainstream and social) campaigns, and letter/e-mail campaigns.
- Posting pro- or anti-pipeline advocacy documents and messages on websites developed with grant funds.

## **D.6 Other Submission Requirements**

PHMSA will only accept one application from each applicant. Applicants awarded FY 2024 TAG funding may not subcontract with or otherwise receive TAG funding from other FY 2024 TAG recipients for purposes of performing work under the FY 2024 TAG program.

Questions regarding the eligibility of specific activities may be directed to Dwayne Cross at [dwayne.cross@dot.gov](mailto:dwayne.cross@dot.gov) or 202-366-4429.

For summaries of past TAG projects visit [Technical Assistance Grants \(TAG\) | PHMSA \(dot.gov\)](#). Please note that in the first two years of the TAG program (2009 and 2010), PHMSA did not explicitly prohibit the use of funds for regulatory compliance or operations and maintenance by municipal operators.

Applications will only be accepted via [www.grants.gov](http://www.grants.gov). Mail and fax submissions will not be accepted.

The application package contains the required electronic forms/templates and provides the ability to upload attachments for the budget narrative, project narrative, assurances, and certifications. The applicant must submit the information outlined in the application package. A copy of this NOFO and corresponding forms package can be retrieved from [www.grants.gov](http://www.grants.gov) using the following basic search criteria:

(1) Keyword(s): Technical Assistance Grants

(2) NOFO#: 693JK324NF0004

(3) Assistance Listing Number: 20.710

Applicants must register at [www.grants.gov](http://www.grants.gov) before applying. It is highly recommended that applicants begin the registration process as soon as possible to avoid submission delays. Failure to comply with the prescribed application requirements as described in this section will result in an application not being reviewed.

## **D.7 Accessing Grant Systems**

### **Accessing Grants.gov:**

For new users, go to [www.grants.gov/web/grants/applicants.html](http://www.grants.gov/web/grants/applicants.html), or go to the main page at [www.grants.gov/](http://www.grants.gov/) and select “Register.” NOTE: New user registrations for [www.grants.gov](http://www.grants.gov) can take up to two weeks to complete. For additional questions on how to register, contact [www.grants.gov](http://www.grants.gov) support by phone at 800-518-4726 or by e-mail at [support@grants.gov](mailto:support@grants.gov).

### **Accessing FedConnect:**

Applicants are encouraged to register for an account with FedConnect at <https://www.fedconnect.net> before applying. Your organization’s Marketing Partner ID number (MPIN), which can be retrieved from SAM, is required to create an account. For instructions on how to register in FedConnect and how to use the portal, view the *FedConnect: Ready, Set, Go! Tutorial* under the *Need Help?* section on the FedConnect home page. For other technical issues or questions, either e-mail [fcsupport@unisonglobal.com](mailto:fcsupport@unisonglobal.com) or call 1-800-899-6665, option 2. The FedConnect Support Center is staffed Monday–Friday, 8 a.m.– 8 p.m. EST, except federal holidays.

## **SECTION E – APPLICATION REVIEW INFORMATION**

### **E.1 Criteria**

DOT is prioritizing projects that help to address transportation insecurity, which is the inability for people to get to where they need to go to meet the needs of their daily life regularly, reliably, and safely due to either the high cost of transportation, lack of access, or lack of safe transportation options. When identifying projects, applicants should consider how the project will increase safety.

PHMSA will evaluate applications through administrative, technical, and programmatic reviews based on the merit criteria below. PHMSA developed merit criteria to rate and select competing applications. Submission of an application is not a guarantee of award. PHMSA may, at its discretion, award a grant based on an application in its entirety, award only portions of a grant based on an application, or not award a grant at all.

### Merit Criteria:

Within the application, demonstrate the extent to which the project will:

1. Establish clear goals and objectives that focus on areas where a pipeline failure could pose a significant risk to people or to unusually sensitive environmental areas (see definition in 49 CFR § 195.6).
2. Identify specific pipeline safety concerns or risks to stakeholders and/or communities to be addressed in affected geographic areas.
3. Demonstrate the applicant's experience with and commitment to foster meaningful public involvement with affected operators and other key members of the community to ensure project success.
4. Align with the challenges and strategies for advancing pipeline safety and seek to improve performance and safety over time in areas such as engineering, damage prevention, land use planning, public awareness, education and outreach, emergency response, and community awareness.
5. Clearly establish resources, milestones, and estimated project costs that align with project goals and objectives.
6. Identify measurable results and deliverables and specify how results will be evaluated and disseminated to affected stakeholders.
7. Provide the potential for learning or technology transfer to other groups and communities.

In addition, PHMSA expects the proposed results of projects to be factual, unbiased, verifiable, and repeatable to the extent practicable. Applicants should also be aware that a grant award will not convey any authority to grant recipients to secure information or cooperation from pipeline operators or access to PHMSA data or data systems.

### Selection Considerations:

- Safety – PHMSA may consider how the project will provide substantial safety benefits compared to existing conditions, including the project's ability to foster a safe pipeline transportation system for the movement of energy, consistent with the Department's strategic goal to reduce transportation related fatalities and serious injuries across the pipeline transportation system.
- Equity – PHMSA may consider the project's ability to encourage equity by investing in projects that proactively mitigate safety risks in disadvantaged communities. Potential applicants may find it useful to utilize [USDOT Equitable Transportation Community \(ETC\) Explorer](#) to determine disadvantage community status.
- Climate Change – PHMSA may consider the project's ability to address the harmful effects of excavation damage to pipeline facilities by considering the extent to which projects can reduce greenhouse gas emissions and polluted waterways.

In determining the allocation of program funds, PHMSA may also consider geographic diversity, funding, and the applicant's receipt of other competitive awards..

## **E.2 Review and Selection Process**

**Administrative Review:** PHMSA will conduct an administrative review to ensure the application meets the eligibility criteria outlined in Section C on Eligibility Information. Each application will be reviewed for completeness to ensure it includes all required elements to qualify for the grant. If the application does not meet the required elements, then the application is likely to be rejected.

**Technical Review:** PHMSA will conduct a technical review of the application(s) to assess how the proposed work is to be performed and whether the application(s) are responsive to the applicable program requirements (i.e., performance measurement, methodology, and technical merit). PHMSA may use outside stakeholders as part of the technical review panel. Outside stakeholder members may be comprised of pipeline safety groups with expertise in pipeline safety.

**Programmatic Review:** PHMSA will conduct a programmatic review to assess programmatic factors. Programmatic factors are relevant and essential to the process of selecting applications that best achieve the program objectives, in accordance with applicable statutes, regulations, policies, and guidelines. Programmatic factors may include history of performance, Administration priorities, program priorities, and other modal needs.

Based on the results from each review, each application will receive an overall rating either as:

Highly Recommended. The application demonstrates that the NOFO requirements are very well understood, and the approach will likely result in a very high-quality performance. The application clearly addresses and exceeds requirements with no weaknesses. The application contains outstanding features that meet or exceed on multiple dimensions the expectations of the government. The application scope aligns very well with DOT objectives and priorities. The risk of poor performance is very low.

Recommended. The application demonstrates that the NOFO requirements are understood, and the approach will likely result in satisfactory performance. The application addresses and meets requirements with some minor but correctable weaknesses. The application demonstrates requisite experience, qualifications, and performance capabilities. The application scope aligns with DOT objectives and priorities. The risk of poor performance is low.

Acceptable. The application demonstrates that the NOFO requirements are mostly understood, and the approach will likely result in satisfactory performance for part of the requirements. The application addresses some of the requirements with some weaknesses. The application demonstrates some experience, qualifications, and/or performance

capabilities. The application partially aligns with DOT objectives and priorities. The risk of poor performance is moderate.

Not Recommended. The application does not meet the NOFO requirements. The application fails to address many requirements. The applicant may be ineligible to apply for the grant. The application could not satisfy critical requirements without a major revision and/or a rewrite of the application or a major redirection effort. The application scope does not align with DOT objectives and priorities. The risk of poor performance is high.

**Selection Process:** PHMSA will recommend applications for awards based on the final overall rating as described above. Final award recommendations will be made by PHMSA’s Associate Administrator for the Office of Pipeline Safety after taking into consideration recommendations made during the administrative, technical, and programmatic reviews, and how well the applications address PHMSA’s and DOT’s priorities. The PHMSA Administrator will make final award selection decisions.

Among projects of similar merit, PHMSA will prioritize projects that advance the goals of supporting pipeline safety, [E.O. 13985](#), “*Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*,” and [E.O. 14008](#), “*Tackling the Climate Crisis at Home and Abroad*” over projects that do not include these considerations.

### **E.3 Integrity and Performance Review**

Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, PHMSA is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see [41 U.S.C. § 2313](#)). An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM. PHMSA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in [§ 200.206](#).

### **E.4 Anticipated Announcement and Federal Award Dates**

Applicants chosen for funding will receive electronic notification of the Federal Award. Upon notification, the applicant’s authorized official must sign and return the award within the timeframe prescribed by PHMSA. PHMSA plans to make awards no later than September 30, 2024, with a proposed period of performance start date beginning on the date of the signed award agreement.

## **SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION**

### **F.1 Federal Award Notices**

PHMSA’s awarding official will make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this NOFO. All funds provided by PHMSA must be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, and DOT financial assistance regulations.

The grant award agreement, signed by both the PHMSA Agreement Officer and the recipient’s Authorized Representative, is the authorizing document and will be provided through electronic means to the Authorized Representative. The award document will provide pertinent instructions and information including, at a minimum, the following:

1. The legal name and address of the recipient.
2. Title of project.
3. Name(s) of key personnel chosen to direct and control approved activities.
4. Federal Award Identification Number (FAIN) assigned by PHMSA.
5. Period of performance.
6. Total amount of financial assistance approved for the project.
7. Legal authority(ies) under which the award is issued.
8. Assistance Listing Program Number (formerly CFDA).
9. Applicable award terms and conditions.
10. Approved budget including category of spending.
11. Other information or provisions deemed necessary by PHMSA.

### **F.2 Administrative and National Policy Requirements**

Several federal statutes and regulations apply to grant applications considered for review and award under this program. See the “Terms and Conditions” of this NOFO for a full list of statutes and regulations that are applicable.

As a condition of a grant award, grant recipients will demonstrate that the recipient has a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR Part 21), the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act, all other civil rights requirements, and accompanying regulations. This should include a current Title VI plan, completed Community Participation Plan, and a plan to address any legacy infrastructure or facilities that are not compliant with ADA standards. DOT’s and the applicable Operating Administrations’ Office of Civil Rights will work with awarded grant

recipients to ensure full compliance with federal civil rights requirements. See “Standard Title VI/Non-Discrimination Assurances” for the form by the same name that must be completed and returned by the grant applicant.

### **F.3 Reporting Requirements**

Minimum reporting requirements are listed below and PHMSA may implement additional requirements, which will be outlined in the award agreement, for an “eligible applicant” (as defined in 49 U.S.C. § 60130(d)(2)) of an award over \$100,000.

**Mid-Year Report(s)** – Each grant recipient is required to submit a mid-year Federal Financial Report (Standard Form SF-425) and a progress report six months after the effective date of the grant award. The reports are to be submitted via e-mail to the Agreement Officer and Agreement Officer Representative; contact information will be available in the grant award. Progress reports must follow the instructions outlined in the terms and conditions of the grant award and must include:

1. A comparison of actual accomplishments to the objectives established for the period.
2. Where the output of the project can be quantified, a computation of the cost per unit of output.
3. Challenges and/or reasons for delays if established objectives were not met.

**Final Reports** – Grant recipients are required to submit a final Federal Financial Report (SF-425) and final progress report no later than 90 days after the performance period has ended. The reports are to be submitted via e-mail to the Agreement Officer and Agreement Officer Representative. Contact information will be available in the grant award.

The final progress report must follow the instructions outlined in the terms and conditions of the grant award and must include:

1. A comparison of actual accomplishments to the objectives established for the period.
2. Where the output of the project can be quantified, a computation of the cost per unit of output.
3. The reasons for delays or missed milestones if established objectives were not met.
4. Documentation of actual expenses and detailed cost breakdown to support SF-425 submission.

In addition, each recipient of a grant must ensure that:

1. The technical findings made possible by the grants are made available to the relevant pipeline operators.
2. Open communication is maintained between the grant recipients, local operators, local communities, and other interested parties.

In total, four reports (a mid-term progress report, a mid-term financial status report, a final



progress report, and a final financial report) are required. Standard Form 425 must be used for submission of the mid-term and final financial status reports.

*All applications and reports will be made available to the public upon request.*

**Performance and Program Evaluation:** As a condition of grant award, grant recipients may be required to participate in an evaluation undertaken by DOT or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. DOT may require applicants to collect data elements to aid the evaluation. As a part of the evaluation and as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor or DOT staff; (2) provide access to program records and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

Recipients and subrecipients are also encouraged to incorporate program evaluation data, including associated data collection activities from the outset of their program design and implementation, to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019), urges federal awarding agencies and federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, improve equitable delivery, and elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” 5 U.S.C. § 311. Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

For grant recipients receiving an award, evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 CFR Part 200). This paragraph does not authorize pre-award costs and grant recipients must separately obtain PHMSA’s written approval to fund pre-award costs consistent with 2 CFR § 200.458.

## **SECTION G – FEDERAL AWARDING AGENCY CONTACT(S)**

**\*\*All questions related to the content of this funding opportunity MUST be submitted via the Message Center in FedConnect. Please do not send questions via e-mail.**

For technical issues or questions related to FedConnect, please e-mail [fcsupport@unisonglobal.com](mailto:fcsupport@unisonglobal.com). Applicants can also submit questions through the portal on their website or call 1-800-899-6665, option 2.

*Technical Primary Point of Contact*

Hung Nguyen  
DOT/PHMSA  
Phone: 202-713-7913  
E-mail: [hung.nguyen@dot.gov](mailto:hung.nguyen@dot.gov)

*Grant Agreement Officer*

Dwayne Cross  
Acquisition Services Division  
Pipeline and Hazardous Materials Safety Administration  
1200 New Jersey Avenue, SE, E22-306  
Washington, D.C. 20590  
Phone: 202-366-4429  
E-mail: [dwayne.cross@dot.gov](mailto:dwayne.cross@dot.gov)

For technical issues or questions related to [www.grants.gov](http://www.grants.gov), please email [support@grants.gov](mailto:support@grants.gov) or call 800-518-4726.

## SECTION H – OTHER INFORMATION

Given the complexity of some aspects of the application process, technical assistance is available to help with the application process. Please contact the technical primary point of contact listed in Section G for technical assistance.

**Protection of Confidential Business Information** - All information submitted as part of or in support of any application shall use publicly available data or data that can be made public, and methodologies that are accepted by industry practice and standards, to the extent possible. If the applicant submits information that the applicant considers to be a trade secret or confidential commercial or financial information, the applicant must provide that information in a separate document, which the applicant may cross-reference from the application narrative or other portions of the application. For the separate document containing confidential information, the applicant must do the following: (1) state on the cover of that document that it “Contains Confidential Business Information (CBI);” (2) mark each page that contains confidential information with “CBI;” (3) highlight or otherwise denote the confidential content on each page; and (4) at the end of the document, explain how disclosure of the confidential information would cause substantial competitive harm. DOT will protect confidential information complying with these requirements to the extent required under applicable law. If DOT receives a Freedom of Information Act (FOIA) request for the information that the applicant has marked in accordance with this section, DOT will follow the procedures described in its FOIA regulations at 49 CFR § 7.29. Only information that is in the separate document, marked in accordance with this section,

and ultimately determined to be confidential under 49 CFR § 7.29 will be exempt from disclosure under FOIA.