Texas
Department
of Transportation

TRAFFIC SAFETY PROGRAM
REQUEST FOR PROPOSALS
FY 2018

Prepared and Developed by:
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Save a Life™
TEXAS DEPARTMENT OF TRANSPORTATION

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Table of Contents

SECTION ONE
OVERVIEW

Purpose

In accordance with 43 TAC §25.901, et seq., the Texas Department of Transportation (TxDOT) is requesting project proposals to support the targets and strategies of its traffic safety program to reduce the number of motor vehicle related crashes, injuries, and fatalities in Texas. These targets and strategies form the basis for the Federal Fiscal Year 2018 (FY 2018) Texas Highway Safety Plan (HSP), which is submitted to the National Highway Traffic Safety Administration (NHTSA) for approval and funding. Each year, TxDOT Traffic Safety (TRF-TS) requests proposals for Texas HSP projects. The request goes out to state and local governments, educational institutions, and non-profit organizations. The FY 2018 project period is **October 1, 2017 – September 30, 2018.**

**This RFP is neither for media vendors nor for any paid media-related projects or activities.**

This request for proposals does not include solicitations for Selective Traffic Enforcement Program (STEP) proposals as in previous years. Information regarding STEP proposals for FY 2018 can be found at: https://www.txdot.gov/apps/egrants/eGrantsHelp/RFP.html and STEP proposals will be submitted under a separate process for FY 2018.

Funding

Authority and Responsibility for funding of the traffic safety grant program derives from the National Highway Safety Act of 1966 (23 USC §401, et seq.), and the Texas Traffic Safety Act of 1967 (Transportation Code, Chapter 723). TRF-TS provides oversight of statewide projects and local projects at the agency's 25 districts. TRF-TS administers the program from its Austin headquarters in the Traffic Operations Division (TRF).

Grant Types and Eligibility

General Traffic Safety Grants

General Traffic Safety grants are non-enforcement projects which address any of the 14 highway safety program areas; reference Tables 2.1 – 2.15 in Section Two. Organizations eligible for General traffic safety grants include state and local governments, educational institutions, and non-profit organizations.

Funding Constraints
- Funds are authorized on a Federal fiscal year basis only. Awarded grants are contingent upon the availability of Federal funds.
- Proposals selected for inclusion in the HSP become cost reimbursable grant-in-aid agreements.
- Contracts with vendors for particular services will be made through the state purchasing process, not through this request for proposal process.
- Federal and state grant funds cannot be used for lobbying.
- Supplanting is prohibited. Supplanting is defined as the "Use of Federal funds to support personnel or an activity that is already supported (paid for) by local or state funds".

Matching Funds

- All proposals must include a minimum of 20% local cost share (match).
- The amount of match provided is one of several scoring criteria items used during the proposal review and scoring process.

Electronic Signature Approval Process Required

In FY 2018, TRF-TS will require the use of electronic signatures to execute all grant agreements. Physically signing a paper grant agreement will no longer be available. All proposers for projects in FY 2018 should be prepared to execute approved projects using the electronic signature process.

Data Universal Numbering System (DUNS)

The Data Universal Numbering System (DUNS) is a unique nine-digit number recognized as the universal standard for identifying and tracking businesses worldwide. The Federal Spending Transparency Directive and the previous Federal Funding Accountability and Transparency Act (FFATA) require that grantees and subgrantees have a DUNS number. Please check with your accounting staff to determine DUNS compliance. To obtain a DUNS number, visit the Dun & Bradstreet website at: http://fedgov.dnb.com/webform.

Pre-Award Audit

Eligible, non-governmental organizations are subject to a pre-award audit prior to any grant execution.

Grant Schedule

Agencies may only apply for a one-year grant.

FY 2018 Grant Schedule		
Grant Year Type	Start Date	End Date
A one-year grant extends over a single Federal fiscal year.	October 1, 2017	September 30, 2018

Section Two
PROGRAM NEEDS

Program Areas

There are fourteen Traffic Safety program areas for potential consideration for funding. The program areas are divided into three categories: Core, Supplemental, and Support.

Program Area	Category	Description
Alcohol and other Drug Countermeasures Motorcycle Safety Occupant Protection Police Traffic Services Speed Control Pedestrian and Bicycle Safety	Core	The Core Program Areas are the priority focus of the program because they have the greatest potential to reduce the number of motor vehicle crashes, injuries, and fatalities
Emergency Medical Services Railroad / Highway Crossing Roadway Safety Safe Communities School Bus Safety	Supplemental	The Supplemental Program Areas provide additional opportunities to reduce the number of motor vehicle crashes, injuries, and fatalities
Planning and Administration Traffic Records Driver Education and Behavior	Support	The Support Program Areas provide multiplier effects by increasing the value and effect of efforts expended in both the Core and Supplemental areas

Performance Measures

Proposers are encouraged to review the strategies contained in Tables 2.1 – 2.15 in this section before preparing a proposal. When developing a proposal, proposers must select at least one of the strategies and address how the strategy will be implemented. Performance measures which include a NHTSA number are the "National Traffic Safety Performance Measures for States and Federal Agencies" as defined by NHTSA. (Definition: C=Core Outcome Measure, B=Behavioral Measure, A=Activity Measure)

The following tables (Tables 2.1 – 2.15) outline the FY 2018 targets, strategies, and performance measures for each Traffic Safety program area:

Table 2.1: Overall State Target

Targets	Strategies	Performance Measures
To reduce the number of motor vehicle crashes, injuries and fatalities		1. Mileage Death Rate [NHTSA C-3]
		2. Mileage Death Rate (FARS – Urban)
		3. Mileage Death Rate (FARS – Rural)
		4. Number of traffic fatalities (FARS) [NHTSA C-1]
		5. Number of serious injuries in traffic crashes (CRIS) [NHTSA C-2]
		6. Number of drivers age 20 or younger involved in fatal crashes (FARS) [NHTSA C-9]

Table 2.2: Planning and Administration – 01 (Support)

Targets	Strategies	Performance Measures
To provide effective and efficient management of the Texas Traffic Safety Program	Provide training and assistance for local and statewide traffic safety problem identification.	7. Publication of Traffic Safety Program deliverables including HSP, response to Management Review, and Annual Report
	Provide procedures and training on highway safety planning and project development.	8. Number of training sessions provided
	Ensure availability of program and project management training.	
	Review and update program procedures as needed.	
	Conduct periodic project monitoring and evaluation of traffic safety activities.	
	Perform accurate accounting and efficient reimbursement processing.	
	Maintain coordination of traffic safety efforts and provide technical assistance.	
	Provide technical assistance and support for the Strategic Highway Safety Plan.	

Table 2.3: Alcohol and Other Drug Countermeasures – 02 (Core)

Targets	Strategies	Performance Measures
To reduce the number of alcohol impaired and driving under the influence of alcohol and other drug-related crashes, fatalities and injuries	Increase and sustain high visibility enforcement of DWI laws.	
	Improve BAC testing and reporting to the State's crash records system.	
	Improve anti-DWI public information and education campaigns including appropriate bilingual campaigns.	9. Number of DUI-related (alcohol or other drugs) KA crashes (CRIS)
	Increase the number of law enforcement task forces and coordinated enforcement campaigns.	
	Increase training for anti-DWI advocates. Increase intervention efforts.	10. Number of fatalities in crashes involving a driver or motorcycle operator with a BAC of .08 or above (FARS) [NHTSA C-5]
	Improve and increase training for law enforcement officers.	
	Improve DWI processing procedures.	
	Improve adjudication and processing of DWI cases through improved training for judges, administrative license revocation judges, prosecutors, and probation officers.	11. Number of impaired-driving arrests made during grant funded enforcement activities (eGrants) [NHTSA A-2]
	Increase the use of warrants for mandatory blood draws.	
	Educate the public and stakeholders on the use of interlock devices and other alcohol monitoring technologies for DWI offenders.	

Table 2.3a: Alcohol and Other Drug Countermeasures, Cont. – 02 (Core)

Targets	Strategies	Performance Measures
To reduce the number of DUI-related crashes where the driver is under age 21	Improve education programs on alcohol and driving for youth.	12. Number of 16-20 year old DUI drivers (alcohol or other drugs) in KA crashes per 100,000 16-20 year-olds (CRIS)
	Increase enforcement of driving under the influence of alcohol by minor laws.	
	Increase public education and information, concentrating on youth age 5-13 and 14-20, including parent education on drinking.	

Table 2.4: Emergency Medical Services – 03 (Supplemental)

Targets	Strategies	Performance Measures
To improve EMS care and support provided to motor vehicle trauma victims in rural and frontier areas of Texas	To increase the availability of EMS Training in rural and frontier areas.	13. Number of students trained in EMS classes
	Increase EMS involvement in local community safety efforts.	

Table 2.5 - Motorcycle Safety – 04 (Core)

Targets	Strategies	Performance Measures
To reduce the number of motorcyclist fatalities	Improve public information and education on motorcycle safety, including the value of wearing a helmet. Improve public information and education on the value of not operating a motorcycle while under the influence of alcohol and/or other drugs. Increase public information and education on motorists' responsibility pertaining to motorcycle safety. Increase rider education and training. Improve education and awareness of Motorcycle safety among law enforcement and EMS personnel, educators and State and local traffic engineers.	14. Number of motorcyclist fatalities (FARS) [NHTSA C-7] 15. Number of un-helmeted motorcyclist fatalities (FARS) [NHTSA C-8] 16. Number of motorcyclist fatalities involving a motorcycle operator with a BAC of .08 or above (CRIS)

Table 2.6: Occupant Protection – 05 (Core)

Targets	Strategies	Performance Measures
To increase occupant restraint use in all passenger vehicles and trucks	Sustain high visibility enforcement of occupant protection laws.	17. Number of seat belt citations issued during grant-funded enforcement activities (eGrants) [NHTSA A-1]
	Increase public information and education campaigns.	
	Increase intervention efforts by healthcare professionals, teachers, and all safety advocates.	18. Driver and outboard front seat passenger restraint use [NHTSA B-1]
	Concentrate efforts on historically low use populations.	19. Safety belt use rate by children age 5-16
	Increase occupant protection education, training, and awareness of safety belt issues for law enforcement, judges and prosecutors.	20. Child passenger restraint use rate for children ages 0-4
	Increase training opportunities and retention of child passenger safety (CPS) technicians and instructors.	21. Number of unrestrained passenger vehicle occupant fatalities, all seat positions (FARS) [NHTSA C-4]
	Increase EMS/fire department involvement in CPS fitting stations.	
	Maintain CPS seat distribution programs for low income families.	

Table 2.7: Pedestrian and Bicyclist Safety – 06 (Core)

Targets	Strategies	Performance Measures
To reduce the number of motor vehicle-related pedestrian and bicyclist fatalities	Increase public information and education on motorists' responsibilities pertaining to pedestrian and bicyclist safety.	22. Number of pedestrian fatalities (FARS) [NHTSA C-10]
	Increase public information and education efforts on pedestrian and bicyclist safety.	23. Number of bicyclist fatalities (FARS) [NHTSA C-11]
	Improve "walkability" and "bikeability" of roads and streets.	
	Improve data collection on pedestrian injuries and fatalities.	
	Improve identification of problem areas for pedestrians.	

Table 2.8: Police Traffic Services – 07 (Core)

Targets	Strategies	Performance Measures
To increase effective enforcement and adjudication of traffic safety-related laws to reduce fatal and serious injury crashes	Increase public education and information campaigns regarding enforcement activities.	24. Number of intersection and intersection-related KA crashes (CRIS)
	Increase and sustain enforcement of traffic safety-related laws.	
	Provide technical and managerial support to local law enforcement agencies and highway safety professionals.	
	Increase and sustain high visibility enforcement of Intersection Traffic Control (ITC) laws.	25. Number of CMV (large truck) involved fatalities. All crashes involve at least one vehicle with a vehicle body type of "Semi-Trailer" or "Truck-Tractor" (CRIS)
	Increase public information and education on intersection related traffic issues.	
To reduce commercial motor vehicle crashes, injuries and fatalities involving vehicles with a Gross Vehicle Weight Rating (GVWR) of 10,000 pounds or greater	Increase and sustain high visibility enforcement of state and local ordinances on cellular and texting devices.	26. Number of CMV (large truck) involved fatal crashes. All crashes involve at least one vehicle with a vehicle body type of "Semi-Trailer" or "Truck-Tractor" (CRIS)
	Increase public information and education on distracted driving related traffic issues.	
	Increase public information and education on sharing the road with commercial motor vehicles (CMV).	

Table 2.9: Speed Control – 08 (Core)

Targets	Strategies	Performance Measures
To reduce the number of speed-related fatal and serious injury crashes	Increase and sustain high visibility enforcement of speed-related laws.	27. Number of speeding-related citations issued during grant-funded enforcement activities (eGrants) [NHTSA A-3]
	Provide community training on speed-related issues.	28. Number of speeding-related fatalities (FARS) [NHTSA C-6]
	Increase public information and education concerning speed related issues.	

Table 2.10: Traffic Records – 09 (Support)

Targets	Strategies	Performance Measures
To improve the timeliness, accuracy, completeness, uniformity, integration, and / or accessibility of crash related data bases	Develop, Implement, Maintain, and Provide one or more of the performance attributes of timeliness, accuracy, completeness, uniformity, integration, and/or accessibility as defined by the "Model Performance Measures for State Traffic Records Systems". Meet at least one of the following National Guidelines for Crash Records: • MMUCC • MIRE • NEMSIS • NIEM • MIDRIS • HPMS	29. Number of Days from Crash Occurrence to Data Entered into System 30. Percentage (%) of Reports with no errors on Critical Data Elements 31. Percent (%) of Data File compliant with applicable National Guideline 32. Percent (%) of Records linked to or with another System 33. Improvement of Accessibility to Data Base Systems

Table 2.11: Driver Education and Behavior – 10 (Support)

Targets	Strategies	Performance Measures
To increase public knowledge, perception and understanding of driver education and traffic safety for all road users	Develop and implement public information and education efforts on traffic safety issues.	
	Provide assistance to update the drivers' education curriculum and administrative standards.	
	Conduct and assist local, state and national traffic safety campaigns.	34. Number of media impressions reached with traffic safety messages
To reduce the number of crashes and injuries related to distracted driving	Implement and evaluate countermeasures to reduce the incidence of distracted driving.	35. Driver attitudes and awareness concerning impaired driving, seat belt use, and speeding issues
	Conduct public information and education campaigns related to distracted driving.	36. Number of distracted driving related KA Crashes (CRIS)
	Improve the recording of distracted driving as a contributing factor on crash reports.	

Table 2.12: Railroad / Highway Crossing – 11 (Supplemental)

Targets	Strategies	Performance Measures
To reduce KAB crashes at railroad/highway crossings	Increase education of law enforcement concerning laws governing railroad/highway crossings.	37. Number of KA crashes at railroad or highway crossings (CRIS)
	Increase public education and information on railroad/highway crossing safety.	

Table 2.13: Roadway Safety – 12 (Supplemental)

Targets	Strategies	Performance Measures
To reduce the number of traffic crashes, injuries, and fatalities in work zones	Increase public education and information on roadway safety.	38. Number of serious injuries in work zones (CRIS)
	Provide traffic safety problem identification to local jurisdictions.	39. Number of fatalities in work zones (CRIS)
To increase knowledge of roadway safety and current technologies among people involved in engineering, construction, and maintenance areas at both the state and local level	Improve highway design and engineering through training.	40. Number of persons trained in roadway safety classes
	Provide training on roadway safety issues.	

Table 2.14: Safe Communities -13 (Supplemental)

Targets	Strategies	Performance Measure
To establish integrated community traffic safety programs to prevent traffic-related fatalities and injuries	Support the establishment and growth of Safe Communities Coalitions.	41. Number of Safe Communities Coalitions
	Support statewide the Texas Safe Community efforts by providing education, training, and coordination on how to initiate and conduct community based traffic safety programs and how communities can become designated as a Texas Safe Community Coalition.	

Table 2.15: School Bus – 14 (Supplemental)

Targets	Strategies	Performance Measure
To reduce School bus-related crashes, injuries and fatalities	Provide safe school bus operation training for school bus drivers.	42. Number of school bus passenger fatalities per year on a five year average (FARS)
	Provide public information and education campaigns to promote safe motor vehicle operations around school buses.	

Federal Funding

The amount of Federal funds to be awarded during this RFP is estimated and therefore is subject to change. The following table outlines the program area, estimated funding levels, and Federal fund source:

Program Area	Total Federal Funding	Section 402	Section 405 Occupant Protection	Section 405 Traffic Records	Section 405 Impaired Driving	Section 405 Motorcyclist Safety
01 – Planning & Administration (PA)	$514,900.00	$514,900.00				
02 – Alcohol & Other Drug Countermeasures (AL)	$16,039,960.25	$4,526,308.99			$11,513,651.26	
03 – Emergency Medical Services (EM)	$469,220.54	$469,220.54				
04 – Motorcycle Safety (MC)	$942,268.31	$590,623.86				$351,644.45
05 – Occupant Protection (OP)	$5,276,048.61	$894,446.64	$4,381,601.97			
06 – Pedestrian & Bicyclist Safety (PS)	$1,181,448.28	$1,181,448.28				
07 – Police Traffic Services (PT)	$10,963,101.36	$10,963,101.36				
08 – Speed Control (SC)	$575,236.07	$575,236.07				
09 – Traffic Records (TR)	$5,104,496.08			$5,104,496.08		
10 – Driver Education & Behavior (DE)	$3,336,400.00	$3,336,400.00				
11- Railroad / Highway Crossing (RH)	$72,200.00	$72,200.00				
12 – Roadway Safety (RS)	$486,400.00	$486,400.00				
13 – Safe Communities (SA)	$176,700.00	$176,700.00				
14 – School Bus (SB)	$151,050.00	$151,050.00				
	$45,289,429.50	$23,938,035.74	$4,381,601.97	$5,104,496.08	$11,513,651.26	$351,644.45

Federal Fund Sources

- Section 402 – State and Community Highway Safety Programs — Click here for the NHTSA Resources Guide Webpage
- Section 405 – Section 405 National Priority Safety Program — Click here for the NHTSA Resources Guide Webpage

High Priority Needs

Proposals are being accepted that address the strategies in Tables 2.1 – 2.15, as well as proposals that address specific program needs stated below. The amounts quoted in this section are estimated potential Federal awards, which are contingent upon the availability of funds.

Alcohol and Other Drug Countermeasures

(1) Proposals are being accepted that address the problems of Driving While Intoxicated (DWI) and Driving under the Influence (DUI) of Alcohol by Minor. An estimated $16 million in Federal funds are being dedicated to reduce the number of alcohol and other drug-related fatalities.

Special consideration will be given for programs that reduce the number of alcohol - related crashes and fatalities occurring within the top 25 Counties in Texas. These counties were selected based on the five year average of alcohol – related fatalities. These counties are:

Bell	Bexar	Brazoria	Cameron	Collin
Dallas	Denton	Ector	El Paso	Fort Bend
Galveston	Grayson	Harris	Hidalgo	Jefferson
Lubbock	McLennan	Midland	Montgomery	Nueces
Potter	Smith	Tarrant	Travis	Williamson

(2) Proposals are being accepted to conduct Standardized Field Sobriety Testing (SFST) Basic or initial training courses for Texas Peace Officers statewide. The maximum potential Federal award for this project is $150,000.00.

One (1) statewide project will be funded.

   (a) Only TCOLE-certified contract providers that meet the General Traffic Safety Grant Eligibility requirements can apply to conduct SFST courses.

   (b) Proposals for the basic/initial SFST course and the SFST refresher courses listed under #3 below may be combined into one proposal not to exceed $650,000.00.

(3) Proposals are being accepted to conduct Standardized Field Sobriety Testing (SFST) Refresher Training courses for Texas Peace Officers. The maximum potential Federal award for this project is $500,000.00.

   (a) Only TCOLE-certified contract providers that meet the General Traffic Safety Grant Eligibility requirements can apply to conduct SFST Refresher courses.

   (b) Proposals for the basic/initial SFST course and the SFST refresher courses listed under #2 above may be combined into one proposal not to exceed $650,000.00.

(4) Proposals are being accepted for a project that will ultimately develop, create, operate, and maintain a driving under the influence/driving while intoxicated (DUI/DWI) tracking system database. This

system should follow the Model Impaired Driving Records Information Systems (MIDRIS) framework, and link Texas' criminal justice agencies databases to create a network containing, at a minimum, the following items:

(a) Offender arrest data

(b) Offender criminal history

(c) Offender driving history

(d) Current offender warrants and arrests

(e) Offender identifiers including identification data, photographs, and fingerprint records

(f) Court adjudication information including initial and final charge

(5) Proposals are being accepted for a project that would conduct an assessment of community-based coalitions that address alcohol and substance use to determine the extent and nature of impaired driving prevention strategies and areas for potential collaboration with the traffic safety community.

Distracted Driving

(1) Proposals are being accepted for raising the awareness of the dangers of distracted driving. The effort must be performed using non-paid-media methods for the delivery of the messages.

Motorcyclist Safety

(1) Proposals are being accepted for raising the awareness of rider education, rider awareness, and motorist awareness. The effort must be performed using non-paid-media methods for the delivery of the messages.

Occupant Protection

(1) Proposals are being accepted for the execution of one (1) statewide conference (1-2 days in length) for child passenger safety technicians and instructors to raise awareness of CPS issues and conduct needed in-service training for CPS techs and instructors. This project will not provide funding for hotel rooms and registration fees for attendees. Those wanting to attend the conference need to budget travel costs and registration fees in their own proposal.

Pedestrian/Bicycle Safety

(1) Proposals are being accepted for improving riding skills and knowledge of traffic laws among adult bicyclists.

(2) Proposals are being accepted to provide education efforts that address and reduce the growing number of pedestrian fatalities and injuries.

Traffic Records

(1) Proposals are being accepted to conduct one (1) Traffic Records Program Area Assessment as detailed in "The Traffic Records Program Assessment Advisory", DOT HS 811 644 (http://www-nrd.nhtsa.dot.gov/Pubs/811644.pdf)

Driver Education and Behavior

(1) Proposals are being accepted to conduct one (1) Driver Education Program Assessment as detailed in "Novice Teen Driver Education and Training Administrative Standards",

http://www.nhtsa.gov/staticfiles/nti/pdf/TeenDriverETAS-1.pdf. Proposal(s) should not exceed a federal portion of $35,000.00.

(2) Proposals are being accepted to identify the major contributing teen crash causation factors and examining how these factors are taught to young adults in the Teen and Adult Driver Education, Under 25 Driving Safety, and Instructor Development curriculums. The proposal should recommend curriculum modifications and create new or identify existing ancillary materials to support driver education teachers, driving safety instructors, and parents in the training of these high risk areas to reduce crashes in these areas.

Traffic Safety Conference

(1) Proposals are being accepted for the execution of one (1) statewide conference to raise awareness of traffic safety issues and programs. This project will not provide funding for hotel rooms and registration fees for attendees. Those wanting to attend the conference need to budget travel costs and registration fees in their own proposal. The conference will last 1 ½ days. Most attendees will need to budget for two nights of lodging.

Surveys, Studies or Analysis

(1) Proposals are being accepted for conducting a group of four (4) surveys to assess statewide occupant restraint use to estimate statewide belt use in 22 counties, front seat occupant restraint use in 18 cities, child occupant restraint use (0-4 years) in 14 cities, and school-aged (5-16 years) in 18 cities.

(2) Proposals are being accepted for conducting one (1) survey in 18 cities to assess front seat driver and passenger occupant restraint use during the night.

(3) Proposals are being accepted for conducting one (1) survey to assess statewide mobile communication use.

(4) Proposals are being accepted for conducting one (1) survey to assess statewide driver attitude and awareness of traffic safety programs.

(5) Proposals are being accepted for conducting one (1) survey to assess safety belt use in ten cities during the Click It or Ticket (CIOT) campaign; pre, mid, post campaign.

SECTION THREE
PROPOSAL SUBMISSION

Schedule

The proposal process schedule includes major milestones and target due dates culminating in an executed grant agreement. The proposal submission due date is set; all others are subject to change. Any updates will be posted at: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html.

The following table outlines the proposal schedule:

Activity / Milestone	Target Due Date
Submission	
Request for Proposals (RFP) Posted	11/04/2016
Proposal Submission Training for General Grants	11/10/2016
Deadline for Proposal Questions	12/02/2016
Proposal Q&A Posted	12/09/2016
Deadline for Proposal Submission	01/09/2017
Scoring and Negotiations	
Proposals Scored	02/16/2017
Proposal Negotiations Completed	04/14/2017
Funding Approval	
Funding List and Minute Order Developed	05/01/2017
Funding Approved By Transportation Commission	05/25/2017
HSP Development	
HSP Drafted and Reviewed	06/01/2017
HSP Submitted to NHTSA	07/01/2017
HSP Approved and Published	09/01/2017
Award Grants	
Grants Awarded, Executed and Activated in eGrants	10/01/2017

Development

Program Area Targets

Proposals must comply with the Targets and strategies outlined in Tables 2.1 – 2.15 in Section Two: Program Needs.

The NHTSA publication, "Countermeasures That Work, A Highway Safety Countermeasure Guide for State Highway Safety Offices" provides a guide to selecting effective, science-based traffic countermeasures for major highway safety problem areas. The publication is located at http://www.ghsa.org/html/publications/countermeasures.html

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eGrants

- All proposals must be completed in eGrants at: https://www.txdot.gov/apps/egrants.
- To set up an eGrants account, select the "New User" link on the eGrants Login page.
- For help and resources, select the eGrants Help link on the eGrants Login page.

Training

- Training will be provided via webinar. Login and call-in information are located at: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html.
- There will be one (1) training sessions for General Grants. Proposers are encouraged to attend the webinar training:
  - ➢ Thursday, November 10, 2016 – General Traffic Safety Grants, 9 a.m. – 12 p.m. CST.

Questions

- All proposal-related questions must be submitted via email to TRF_RFP@txdot.gov by 5 p.m. (CST) on Friday, December 2, 2016. All email subject lines must be preceded by "RFP Question:" followed by a specific topic.
- A question-and-answer document will be posted by Friday, December 9, 2016, at: https://www.txdot.gov/apps/egrants/eGrantsResources/rfp.html.
- Telephone inquiries regarding the development of proposals are not accepted.

Submission

- Proposals **must** be submitted via eGrants by changing the status in eGrants to "Proposal Submitted." This status must be changed no later than 5:00 p.m. (CST) Monday, January 9, 2017. Proposals will not be accepted after 5:00 p.m. (CST) Monday, January 9, 2017. Submitted proposals cannot be returned to the proposer for modifications or changes.

- Proposers must ensure they are using and submitting the correct forms in eGrants specific to the grant type.

- Proposals must be submitted by the responsible entity or have the written support from an authorized representative of that agency.

- Separate documents with information pertaining to the proposer qualifications, commitment, availability of external resources, task force associations, or previous traffic safety or related experience may also be included with the proposal as attachments. These additional attachments will not be scored. Please do not mail hard copies to TxDOT. Any hard copies received will be discarded.

- Proposals for potential statewide projects in public schools must include a detailed description explaining the public schools' inclusion in the planning process and the school's participation in the proposal. The description needs to be submitted as an attachment to the proposal.

- Failure to follow the above requirements will disqualify your proposal from the scoring process.

SECTION FOUR
GENERAL GRANTS

Eligibility

Organizations eligible for General Traffic Safety grants include state and local governments, educational institutions, and non-profit organizations.

Funding

Public Schools

Proposals for potential statewide projects in public schools must include their plan for securing permission from Superintendents to conduct the project in their schools.

Child Passenger Safety Seats

Safety seats will no longer be purchased by the Texas Department of State Health Services (DSHS) for other child passenger safety grants. The new process for acquiring child safety seats is as follows:

- Proposers requiring safety seats must include them in their proposals as a budgeted item, including quantity and budget amount to support the purchase (estimate seats at $50 each).
- Proposals must include storage, shipping and distribution method(s).

Problem Identification

Problem identification includes the problem statement and documentation of data.

- Additional or continuation narration uploaded as an attachment in eGrants will not be reviewed or scored by the proposal review teams.

- Charts, graphs, or tables uploaded in eGrants will be reviewed and/or scored by the proposal review teams.

Problem Statement

The problem identification description is one of the most important parts of a proposal. It **must** be as follows:

- **Clear, concise, and accurate description of the problem that the project aims to address**

- **Supported by relevant traffic safety data**
    - ➤ Causes of fatalities, injuries, crashes and property damage, site location (city, county, roadway section, statewide), and target population data.

    - ➤ The traffic safety data is current and specific to Texas/local communities.

    - ➤ Other pertinent data, such as safety belt use, may be included or substituted for crash data. Supporting data must include 2014 data or newer. Data that is older than 2014 can be included for trends.

    - ➤ Data must be sourced correctly for traffic safety purposes. Data must show an over-representation, or data represented in excessive or disproportionately large numbers. State projects should compare with national data and local projects compare to state data.

- **Specific to the problem(s)**

    A strong problem identification description accurately defines the nature and magnitude of the specific problem(s) to be addressed by the proposed project.

Documentation

Some examples of verifiable, current, and applicable data sources include:

- Local law enforcement agencies
- Hospital and emergency room reports
- Texas Department of Public Safety (TxDPS)
- Crash Records Information System (CRIS) http://www.txdot.gov/inside-txdot/forms- publications/drivers-vehicles/publications/annual-summary.html
- State or local surveys or assessments; i.e., TTI Safety Belt Survey

Project Plan

The Project Plan consists of the problem solution, objective, performance measures, and performance targets.

Problem Solution

The proposed problem solution **must** briefly and clearly describe the scope of work and activities that will be performed to address the stated traffic safety problem(s). The solution **must** include methods, countermeasures, and strategies that could potentially minimize or eliminate the stated problem or increase traffic law compliance. The proposed solution must also detail the "who-what-when-where- how" in order to aid in the grant evaluation.

Problem Solution Relevance

The problem solution is relevant to the traffic safety problem identified. The solution proposes a comprehensive approach to address the problem and is properly scoped. The solution must include relevant strategies, tasks, and specific activities.

Evaluation

The proposal must clearly indicate how the project will demonstrate methods for measuring and evaluating project success. The proposal must have a definitive means of communicating objective(s) and expected outcome(s) in evaluating success. Proposers need to indicate in detail how their organization will evaluate the proposed projects to prove success.

Objectives and Performance Measures

Objectives, Action Plans and Activities

Objectives indicate the specific purpose of the project. Every Action Plan **must** contain high-level activities, with a **maximum** of ten (10) activities per objective. Objectives must meet the following criteria:

- Consistent with traffic safety problem solution (project purpose).
- Objective statements must form coherent, clearly stated sentences.
- Only one action plan page shall be completed per objective
- Do not submit administrative objectives that cover activities such as hiring staff, submitting, or completing performance reports or requests for reimbursements.

TRF-TS uses a guideline called the **S.M.A.R.T.** principle to assess performance Targets and performance measures. Objectives must use the S.M.A.R.T. criteria. Therefore, all objectives must be:

- **S**pecific
- **M**easurable
- **A**ction-oriented
- **R**ealistic
- **T**ime-framed

Performance Measures

All objective target numbers must be realistic and properly time-framed in order to measure project progress, including the following:

- Completion dates
- Tangible quantities
- Number of tasks
- Number of deliverables

Activities

Activities must meet the following criteria:

- Clearly provide sufficient explanation to support each project objective.
- Realistic, properly time-framed and sequenced.
- Support the overall scope of the proposed project.
- Begin with an active verb and provide sufficient explanation to support all objectives.

SECTION FIVE
GENERAL GRANT BUDGETS

Budgets

A proposal budget must support the project plan (problem solution, objectives and related activities). The proposed budget must be reasonable, necessary, and must include only cost-eligible line items.

Modifications

Once a proposal is submitted, the requested Federal award **cannot** be increased. A budgetary adjustment may be necessary if the budget is inaccurate, unreasonable, or unallowable. Minor modifications may be made during the grant negotiations process.

Support Documentation

Support documentation with specific details must be included with the proposal. Examples include:

- Travel plans
- Equipment type
- Large dollar items
- Fringe benefits
- Contractual services intended to be funded with grant monies
- Indirect cost; must provide a current final indirect cost rate approved by a cognizant agency or TxDOT. Provisional Indirect Cost Rates must include current grant year and a final rate must be submitted for approval within the provisional period.

Rules for the use of Federal highway safety grant funds are located at:
http://www.nhtsa.gov/About+NHTSA/Highway+Safety+Grant+Programs/HSGrantFunding_Guidance

Indirect Costs:

TxDOT will not disperse Federal funds to pay an indirect cost rate to a proposing agency without an unexpired, negotiated rate recognized by the cognizant agency, nor allow an expired rate to be used as part of the agency's match amount. Claiming reimbursement or using indirect costs as match is not a mandatory component of a proposal. Prosing agencies have the option to not include indirect costs as part of their proposal.

If any proposing agency does not have an unexpired, negotiated indirect cost rate by a cognizant agency, the proposing agency may include an indirect cost rate of up to ten percent (10%) of the total amount of Federal funds awarded for all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and sub awards and subcontracts up to the first $25,000 of each sub award or subcontract.

Per OMB guidance, States and Local government departments and Indian Tribes may use the 10% De Minimis rate if they receive less than $35 million in direct federal funding and have never received an indirect cost rate. The Provision of the 10 percent De Minimis indirect cost rate is conditioned on the non-Federal entity meeting the requirements specified at 200.414 (f). These include limiting availability to organizations that have never received a negotiated indirect cost rate, except for those described in

Appendix VII of Part 200, paragraph (D)(1)(b) "governmental department or agency unit that receives more than $35 million in direct Federal funding must submit its indirect cost rate proposal..."

State and local government departments that have never negotiated indirect cost rates with the Federal government and receive less than $35 million in direct Federal funding per year may use the 10% De Minimis indirect cost rate, and must keep the documentation of this decision on file. Federally recognized Indian tribes that have never negotiated an indirect cost rate with the Federal government may also use the 10% and must keep the documentation of this decision on file. The link to the entire OMB FAQ follows: https://cfo.gov/wp-content/uploads/2015/09/9.9.15-Frequently-Asked-Questions.pdf

Federal, State, and local Government agencies that receive more than $35 million in federal funds may not use this 10% De Minimis rate. These government agencies must use an unexpired, negotiated indirect cost rate by a cognizant agency. Agencies that are under the $35 million threshold can upload an indirect cost rate plan in accordance with 2 CFR 200 Appendix VII located at http://www.ecfr.gov/cgi-bin/text-idx?SID=d68bdd51d23aceb6a56a353aae7d7d10&mc=true&node=ap2.1.200_1521.vii&rgn=div9

Unallowable Costs

In addition to the unallowable costs outlined in the applicable OMB cost principles, there are some costs that must be authorized in advance or are prohibited under federal, state or local laws or regulations.

These costs include, but are not limited to:

- **Advertising** - Only for very special circumstances can federal funds be used to purchase television and radio time for highway safety public service messages. Such expenditures must be approved in advance. **Projects to purchase television and radio time (or any other media) are not being accepted through this RFP.**

- **Supplanting** - Federal funds cannot supplant (replace) funds from any other sources. Definition: The use of Federal funds to support personnel or an activity already supported by local or state funds. **Supplanting is prohibited.**

- **Program Income** - Program-generated income must be used as project match; provided that prior written approval is received from TRF-TS.

- **Office Furnishing** - Grant funds cannot be used to purchase office furnishings.

- **Out-of-State Travel** - Out-of-state travel requires prior written approval from TRF-TS.

- **Contractual Services:**

  ➤ A subcontract in excess of $25,000 may not be executed by the subgrantee without prior written concurrence by TxDOT.

  ➤ Subcontracts in excess of $25,000 shall contain all required provisions of the Grant Agreement Terms and Conditions.

- **Equipment over $5,000** - Equipment with a unit acquisition cost of $5,000 or greater is prohibited without prior written approval from TxDOT and NHTSA.

- **Gratuities** - Tips and/or gratuities are unallowable.

- **Lobbying** - Federal and state grant funds cannot be used for lobbying activities.

- **Promotional Items for Subgrantee Staff** - T-shirts, uniforms, polo shirts, caps, etc. cannot be purchased exclusively for subgrantee staff.

- **Alcoholic Beverages and Food** - Funds cannot be used to purchase alcoholic beverages or food. **The only exception to purchasing alcohol is when performing underage drinking sting operations and with prior written approval from TRF-TS.**

Reimbursement

Payment or reimbursement before costs have been incurred is prohibited. Reimbursement are only made for costs incurred during the grant or contract period. All TRF-TS administered contracts and grant agreements include a maximum amount eligible for reimbursement. Fund advances are not allowed.

Lifesaver's Conference

In FY 2018, the State of Texas will be hosting the annual national Lifesaver's Conference. The conference will be April 22-24, 2018 at the San Antonio Convention Center, San Antonio, TX. All subgrantees are encouraged to attend. Attendance at this conference is an allowable expense. Please make appropriate plans within your grant budget for expenses related to attending this conference. More details regarding the conference are available at http://lifesaversconference.org.

Attachments

Support documentation is any additional information the proposer wishes to include as a supplement to the proposal. Examples include but are not limited to:
- Statement of qualifications
- Training
- Experience of proposing entity
- Subcontractor
- Agency commitment
- Letters of Support

Support documentation is optional and will not be scored during the proposal review and scoring process. However, if used it must be uploaded as an attachment via eGrants. Do not mail support documentation to TRF-TS separately, it will not be accepted, and will be discarded.

SECTION SIX
SELECTION PROCESS

Proposal Scoring

Proposal scoring is based on the problem identification and solution. TRF-TS scoring teams review and evaluate each proposal for relevancy to a state or local problem. The basis for scoring consists of, but not limited to, the following:

- Strength of problem identification supported with verifiable, current, relevant, and appropriate documentation.

- Quality of the proposed solution plan

- Realistic objectives and activities

- Cost eligibility

- Percent of matching funding proposed

- Reasonable and necessary budget

Proposal Selection

- Proposal selection is based on, but not limited to, the following criteria:

  - ➤ Program needs in order to maintain a balanced, comprehensive program

  - ➤ Availability of dedicated Federal funding such as alcohol, occupant protection, motorcycle, etc.

  - ➤ Proposals that duplicate the efforts of existing projects will not be considered

  - ➤ Crash data – needs are based on properly-sourced crash data

  - ➤ Project grading – based on prior performance

- Selected proposals will be recommended to the TxDOT Commission for inclusion in the HSP.

Highway Safety Plan

The HSP is developed by TRF-TS based on the proposals recommended for funding. Funding is approved by the Texas Transportation Commission. Upon Commission approval, the HSP is submitted to NHTSA for review, comment, and final approval. The HSP is implemented on October 1 of every year, if Federal appropriations allow. Proposals approved for funding will become grant agreements in eGrants.

SECTION SEVEN
TERMS AND CONDITIONS

Purpose - The main purpose of this RFP is to ensure uniform information in the solicitation of proposals and procurement of services. This RFP is not construed as a purchase agreement or contract or as a commitment of any kind, nor does it commit TxDOT to pay for costs incurred prior to the execution of a formal contract or grant unless such costs are specifically authorized in writing by TxDOT.

Rights - TxDOT reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part or its entirety or to decline to issue a contract or grant based on this RFP.

Corrections - TxDOT reserves the right to correct any errors and/or make changes to this solicitation as it deems necessary. Corrections and/or changes are post at:
http://www.txdot.gov/apps/egrants/eGrantsResources/rfp.html.

Terms - TxDOT reserves the right to negotiate the final terms of any and all contracts or grant agreements with proposers selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of TxDOT.

Withdraw or Reduce - TxDOT reserves the right to withdraw or reduce the amount of an award or to cancel any contract or grant agreement resulting from this procurement if adequate funding is not received from NHTSA or other funding sources, or due to legislative changes.

Influence - Proposers shall not offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of TxDOT, for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
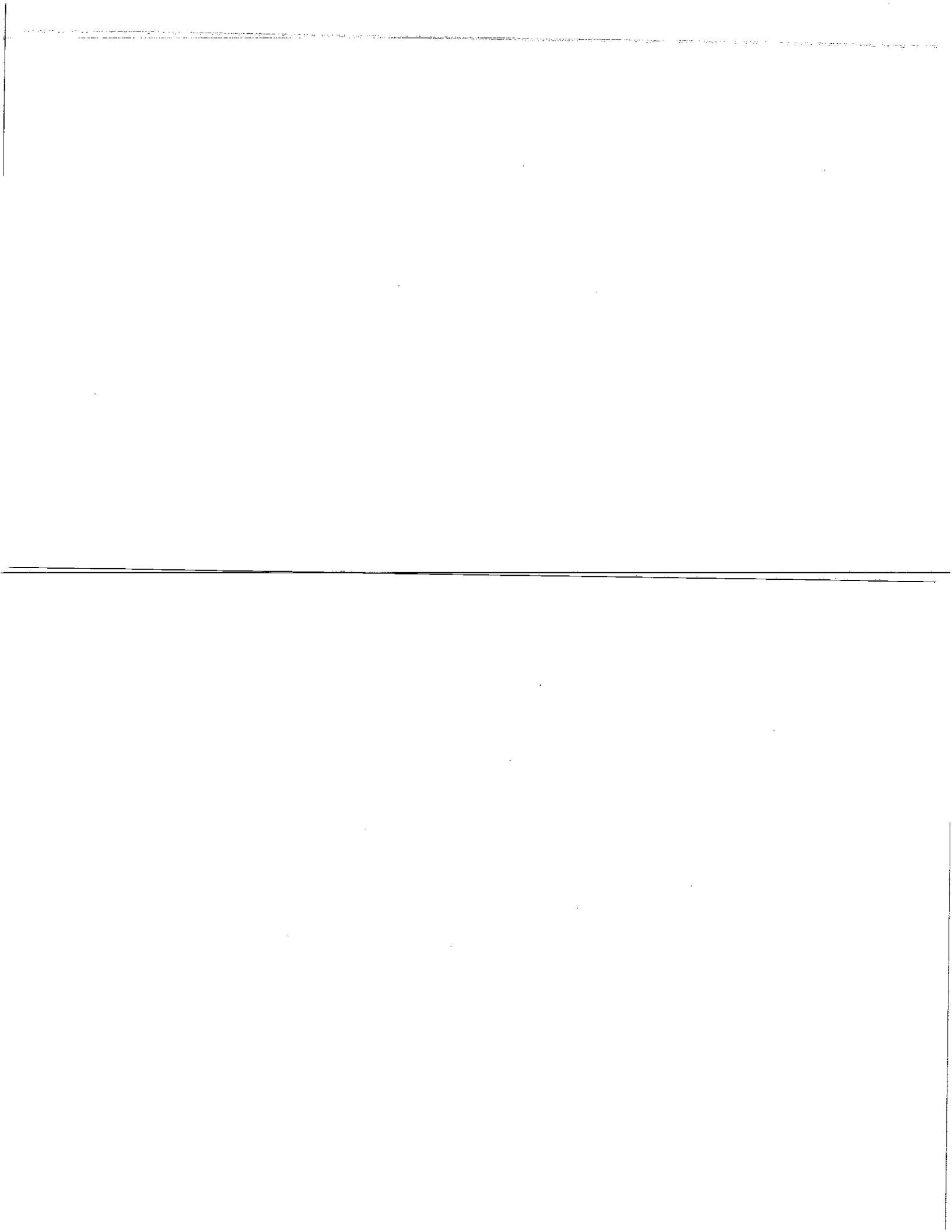
Conflict of Interest - No employee, officer, or agent of TxDOT shall participate in the selection, award or administration of a contract or grant agreement supported by Federal and/or state funds if a conflict of interest or potential conflict would be involved.

Contractual Obligation - The contents of a successful proposal may become a contractual obligation if selected for an award of a contract or grant agreement.

Right to Request - TxDOT reserves the right to clarify, explain or verify any aspect of a response to the RFP and to require the submission of any price, technical or other revision to the proposal that results from negotiations conducted.

Right to Disqualify - TxDOT reserves the right to deem non-responsive or disqualify any proposal that in TxDOT's sole determination does not comply with or conform to term conditions and requirements contained in this RFP.

Adherence - All contracts or grant agreements awarded under this RFP must adhere to the Texas Traffic Safety Program Grant Agreement General Terms and Conditions for all Traffic Safety grant agreements. These terms and conditions are included as part of the proposal.

Q #	Question	Answer
1	Is the proposal training webinar going to be posted online?	Yes, the training sessions have been recorded and can be accessed through the eGrants RFP page: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
2	What about the STEP proposals? Can I submit a STEP proposal? I only see an option to submit General Proposals.	TxDOT is not offering Selective Traffic Enforcement Program (STEP) proposals as part of this RFP. TxDOT is only offering General Proposals at this time. STEPs will be submitted under a separate process. Further information on the STEP process will be posted later on the RFP page https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
3	Would TxDOT accept a proposal, under Pedestrian and Bicyclist Safety, to provide training to local road agencies that would focus on engineering improvements to streets and signals that promote safety for pedestrian and bicyclists? Can you get grants for traffic signs and signals, etc?	No, these traffic safety funds cannot be applied to Infrastructure projects. Please refer to the RFP. https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
4	I do not see a call specifically for youth related cyclists under the "High Priority Needs" section of the RFP. It specifically said "adult cyclists"; can we still apply for a grant?	The RFP does address proposals for adult cyclists under the "High Priority Needs" section of the RFP. However, a proposal can be accepted if the proposal meets at least one of the strategies outlined under program area "Pedestrian and Bicycle Safety" in the RFP.
5	Can you re-advise of where to find the Uniform Guidance (2 CFR Part 200)	The Uniform Guidance (2 CFR Part 200) can be found http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
6	I am currently a subgrantee. I intend to significantly expand my grant to include new activities. Its scope will be broader. Do I need to indicate this in the proposal?	Yes, each grant is for a one-year period and all proposals are competing against each other. You need to submit the best and most informative proposal you can.
7	Is there a limit on the award amount for a proposal?	We encourage you to review the anticipated funding levels for all programs in each program area in the RFP. The RFP addresses "High Priority Needs" areas that have certain funding limits. Maximum limits have not been established for General proposals. Please refer to the RFP: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html

8	Is there a limit to the number of grants a subgrantee can be awarded at a time?	No. General proposers may submit as many proposals as it wishes and there is no limit on the number of proposals an organization can be awarded.
9	Is it ok if one proposal covers more than one program area? Example (bikes and driver education) or (pedestrian and bicyclists)?	For a General proposal, one proposal may be submitted that covers more than one area or separate proposals may be submitted to address each area. It is up to the proposing agency to decide. General proposers may submit as many a proposal as it wishes.
10	Can you give us an example of an agency where a pre-award audit was conducted?	TxDOT's current policy is that all eligible non-Governmental organizations are subject to a pre-award audit prior to any grant execution if they have never had a grant with TxDOT.
11	How does TxDOT define "urban" and "rural" in the text of the target provided for Emergency Medical Services training?	"Urban" is defined as an incorporated city that has a population of 5,000 or greater. The definition of "rural" is any other area or incorporated city with a population of less than 5,000.
12	Would you please define a nonprofit organization? What requirements must be met to qualify as nonprofit?	Agency must be a 501c3 and not a 501c4. Reason 501c4 can lobby and TxDOT cannot fund lobbying organizations.
13	Is there any issue with submitting multiple regional grants each targeting a single non-adjacent region/county in the state? Is it preferred that these be lumped into a single statewide grant? Is it required that these be lumped into a single statewide grant?	For a General proposal, one proposal may be submitted that covers more than one area or separate proposals may be submitted to address each area. It is up to the proposing agency to decide. General proposers may submit as many a proposal as it wishes.
14	Can you please provide a list of approved projects, proposals and budgets from previous years?	TxDOT posts the current years approved project list and current Highway Safety Plan on eGrantsHelp. Previous year approved projects are reported in the Annual report also located on eGrantsHelp https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html
15	Where are the scoring criteria and guidelines located?	Please refer to the RFP for scoring criteria and guidelines. A sample scoresheet is posted on the RFP page. https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
16	Will an agency get to see the scoring sheet when completed	No, proposal scores are not released. An agency would have to submit an open records request through TxDOT in order to see proposal scores.

17	Are acronyms still allowed in the Problem ID, Problem Solution and Evaluation?	Acronyms are allowed as long as the first time the acronym is used it is notated. Example: The Texas Department of Transportation (TxDOT) has 25 districts.
18	If you are making budget adjustments, can they be made on the Budget Summary page, or do they need to be made on each individual budget page, and then saved to the Budget Summary page?	All adjustments need to be done on each individual budget page and saved. Then go to the Budget Summary page and re-save the Budget Summary page.
19	Can a bibliography be uploaded as an attachment, or does it need to be included in the Problem Identification form?	Yes, the bibliography can be uploaded as an attachment.
20	What is the file size limit for attachments?	The file size limit is 4MB per attachment. eGrants will not accept attachments over 4MB. We recommend scanning attachments as black & white and low resolution. You can also split large attachments up into smaller attachments less than 4MB.
21	Does TxDOT have Match guidelines?	Please refer to the most current Match Guidelines document located on the eGrants Help page. https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html
22	Can "benefits" be used as part of the 20% grant match?	Yes. "Benefits" can be used as match. Please refer to the current Match Guidelines document located on the eGrants Help page. https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html
23	What are the volunteer rates we can use for the proposal?	The approved Volunteer Match Rates per hour to be used traffic safety proposals are as follows: $ 50 for CPS Instructor Technicians $ 25 for CPS Technicians $ 25.11 for all other volunteers Other volunteers includes those assisting traffic safety programs for bike, occupant protection, safe communities, alcohol and other drugs, and other general traffic safety activities. This rate is based on the most recent (2015) State of Texas rate found on the Independent Sector website. The link to the independent sector site is: http://www.independentsector.org/volunteer_time

24	If several teaching instructors, are individually hired rather than as a group, are they under procurement process? Does this agency have to demonstrate how they hired each instructor that they use?	The agency must adhere to its procurement / contracting policies and procedures regarding hiring instructors.
25	Is the leasing of computers a recoverable cost?	The leasing of computers could be a recoverable cost, provided the lease cost is deemed necessary, reasonable and supports the project plan in the proposal. Analysis will be needed for lease vs. purchase.
26	Does TxDOT follow the state salary schedules from the states auditor's office when determining what is a reasonable amount for a salary?	No, it is up to the proposing organization to determine the reasonableness of all costs, including salaries.
27	Is personnel overtime pay an eligible expense for a General Grant?	Possibly, depending on your agency's internal policies and procedures and time keeping system.
28	When we have a need that was not entered into the original budget in eGrants, however the need supports the purpose of the Safety Grants; are we allowed to use TXDOT funds? For example: We have some small meeting equipment such as a projector that has broken. An equipment budget was not submitted; can we buy the equipment using the budget from another category? And if YES, what are the steps required if any?	If the proposal is accepted as a grant, the requested budget amount cannot be increased during the grant year. The primary intent of the traffic safety grants is not to purchase or replace equipment. If equipment is specifically required to carry out traffic safety grant activities, equipment purchases will be considered on a case by case basis.
29	Would educational items for the public be listed under "equipment?" Or would they be listed under "supplies?" Would categorization depend on the unit cost?	Educational items are to be listed under budget category 700 – Other Miscellaneous.
30	Are subgrantees subject to GSA travel guidelines for hotel costs at National Lifesaver Conference?	Yes, TxDOT reimbursement cannot exceed the hotel and per diem rates established by GSA.

31	Can we submit the travel budget in eGrants by each trip? For example: GETAC Meeting – Total Travel Costs $2,000 NASEMSO out of State Travel Costs $4,000	Yes. Potential subgrantees must identify the number of trips planned, the destination for each trip, the number of travelers, and the estimated cost of each trip. All travel-related expenses must be reasonable, necessary and directly related to the grant project. For out of state travel expenses to be reimbursable, if the grant is awarded, the subgrantee must have obtain the written approval of TxDOT, through the eGrants system, prior to the beginning of the trip. Grant approval does not satisfy this requirement.
32	If our budget contains funds to reimburse travel for non-employee, non-subcontractors, but rather participants in a conference which the grant is offering, is this travel expense shown in 300 or 700? There is no sub-contract involved. Payment is either made to the individual for travel and meals or the hotel for lodging. I think of 300 as being employee travel. I think of 600 as including subcontractor travel.	Non-subgrantee staff should be listed under budget category 700 "Other Miscellaneous". Budget category 300 should only be used for subgrantee staff only.
33	If we already have an established approved indirect cost rate that is less than 10%, do we still have to provide supporting documentation?	Yes, If your agency has a current indirect cost rate that is approved annually by your cognizant agency, then you must use this rate and attach the supporting documentation to the proposal even if it is less than 10%. The rate must be auditable.
34	Can you please provide clarification on what is an acceptable cognizant agency?	Cognizant agency for indirect costs means the agency responsible for reviewing and approving the governmental unit's indirect cost rate(s).
35	Do we have to provide any supporting documentation if we choose the 10% indirect cost rate?	No supporting documentation is required to claim the standard 10% indirect cost rate. However, an agency can only use this 10% rate if it does not have a current approved indirect cost rate and has never had an approved indirect cost rate. If your agency has an approved indirect cost rate then you must use that approved rate even if it is less than 10%
36	Can we choose to just use a portion of our approved indirect cost rate (i.e. 20% of a 30% rate) in our proposal and use the difference (i.e. the remaining 10%) as match?	Yes, the difference can be claimed as match in the proposal.

37	On the required 20% match for the proposal, if we check yes for the 10% indirect cost rate, are we then only required to have an additional 10% as match at that point?	As a rule yes. However, if the grant contains equipment or subcontracts over $25,000, these costs must be exempt from the indirect costs claimed. You must be an agency without a current, approved indirect cost rate and has never had an approved indirect cost rate to claim the 10%.
38	Our organization qualifies for reimbursement of indirect cost and we receive our indirect rate from the U.S government every September. The indirect cost rate submitted with our grant proposal expired during the grant approval process (either prior or after grant awarded); How do we ensure we can still get reimbursed for indirect cost? For the current year grant and if you can provide guidance for any proposal submissions? Is there something we can proactively do to facilitate this process?	Use the current indirect cost rate until it expires. A provisional indirect cost rate can be used; however, once an approved rate is available the new rate has to be used. If the indirect cost rate changes during the grant year, an amendment is necessary to reflect the correct rate.
39	How do we include in the grant to allow for the anticipation of our indirect cost rate changes that happens annually and how do we avoid an amendment due to indirect cost rate changes? Indirect cost rate changes for our agency comes out in May of each fiscal year, which is five months past the grant submission. We are allowed to operate under a provisional rate once the grant is awarded in September.	A provisional indirect cost rate can be used; however, once an approved rate is available the new rate has to be used. If the indirect cost rate changes during the grant year, an amendment is necessary to reflect the correct rate.
40	What is the process for prior written concurrence by TxDOT for a subcontract in excess of $25,000?	If the proposal is accepted as a grant a subcontract request will be submitted though eGrants for approval by TxDOT.
41	I work at a state-funded academic healthcare institution and we would like to apply for grant funding to bring a commercial company to our county schools in order to educate students about the dangers of drunk and distracted driving. Will we be allowed to apply for TxDOT grant funding for this purpose?	If the University is the Subgrantee, you would need to go through a competitive procurement process to hire a commercial company through a subcontract if you are awarded a grant.

42	We are thinking about utilizing an outside company's product or services (i.e. "The International Save a Life Tour") for our prevention programs. Would we be able to use TxDOT grant funding to utilize this type program?	You would need to go through a competitive procurement process to hire or purchase any outside services or products if you are awarded a grant.
43	How do we go about requesting a subcontract in excess of $25,000 and can this be done prior to the proposal deadline?	If the proposal is accepted as a grant, a subcontract request will be submitted though eGrants for approval by TxDOT.
44	Are there limits on the number of subcontracts?	No.
45	Do multiple subcontracts affect scoring?	No.
46	Does TxDOT require that the child safety seats be geared to a certain age or weight range?	We allow various types of safety seats depending on the needs.
47	Is there a maximum cost per unit when purchasing child safety seats? Does this max include storage, shipping and distribution method(s)?	The RFP addresses this issue. It reads "Proposers requiring safety seats must include them in their proposals as a budgeted item, including quantity and budget amount to support the purchase (estimate seats at $50 each). Proposals must include storage, shipping and distribution method(s). https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
48	Does TxDOT have a preferred vendor list for child safety seats?	No.
49	There was a discussion regarding training materials to attach to the grant application. Are we allowed to apply for funding to develop those training materials or is it expected that these training materials are already developed?	Training materials could be an allowable expense, provided the training materials are included as an objective and/or activities in the proposal.
50	If we are interested in developing pre and post surveys for our educational efforts, would said surveys require prior TxDOT approval? If so, would we wait until the project period to route those surveys for approval by TxDOT?	These actions should be included in the grant objectives. The objective's activities should clearly provide sufficient explanation to support the project objective. The surveys would need to be approved by TxDOT. The survey would need to be submitted for approval after grant execution. Survey costs cannot be incurred prior to grant execution.

51	If crash data is included to support the grant proposal, do I have to use 2015 data?	The RFP specifies that supporting data must be 2014 or newer. Data older than 2014 can be included for trends.
52	Can county and state crash data be included for comparative analyses if the grant request is submitted by a city?	Yes. This should be determined by the proposing organization that this data supports the proposal's problem identification and solution and clearly shows an over/under representation of the data.
53	If we want to add local data to the TxDOT brochures, do we contract a printer to do that, or does TxDOT have a printer that does it without charging our budget? Do we pay for the paper?	It is recommended that the proposal contain a line item for printing services in the proposal budget in case TxDOT cannot print the item(s). In addition, any local data to be added on the materials must be pre-approved by the TxDOT project manager.
54	Can data from our own pilot studies be presented in charts/graphics and uploaded as attachment? Will this data be considered in the scoring?	Yes, this can be added as an attachment and be scored if it is charts and graphs only. Uploaded narratives will not be scored. Please refer to RFP for full explanation. https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
55	Does TxDOT have a state-contracted printing provider that does this? Who is it? Is this free or do we include the costs of the printing in the budget?	TxDOT does have a print shop that can print materials provided the materials contain the TxDOT logo. This service is of no charge. However, all print jobs are subject to print shop availability and funding limitations.
56	Can we use city cash match and nonfederal funds to purchase promotional items such as pens for the grant?	Promotional items cannot be purchased with federal funds or be used as match under the grant.
57	Will materials purchased with grant funds be required to meet Buy America standards?	Yes. Materials purchased with grant funds are required to meet Buy America standards. Please refer to the Buy America documentation located on eGrantsHelp https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html
58	Can shirts for volunteers to identify them as part of the project at events be purchased as PI&E?	No, shirts cannot be purchased as uniforms for volunteers or staff.
59	Are promotional items (t-shirts, koozies, & key chains) allowed to be purchased with NHTSA funds if it is a prize for a game? For Ex., if we have people spin a wheel and it lands on a picture of a t-shirt, can we give that person a t-shirt that was purchased with NHTSA funds through a Traffic Safety project?	Promotional items cannot be purchased with federal funds or be used as match under the grant.

60	Would messaging on trains, buses, etc. be considered advertising (an unallowable cost) if this is a partnership between our agency and the transportation provider? (additional space provided by transit provider after initial space is purchased.)	No, this would be considered a media purchase and considered advertising and is not allowed for these types of grants. However; donated media not purchased thru the grant, can be used as match.
61	Is a bi-lingual (English/Spanish) PSA with an emphasis on 3/6 Ft passing ordinance and riding at night with lights more appealing than hosting classes with the same message?	Please refer to the RFP. https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html It is up to the proposing agency to decide the grant objectives, performance measures and activities to include in the proposal. As part of the grant, a PSA can be developed; however, paid media cannot be purchased.
62	I work for a state educational institution and part of our proposed grant program is to bring in an outside company to give presentations at the local county schools. Would this be considered a paid media-related project or activity? Would you please provide some examples of what qualifies as "any paid media-related projects or activities"? Could you please clarify how our university could act as a subgrantee?	These presentations would be paid media. Examples of paid media projects include: purchasing radio and/or television time for public service announcements, purchasing billboards or purchased paid social media. Universities are eligible to apply for traffic safety funding and if selected would become a subgrantee.
63	If we intend to conduct several wet labs for training and research purposes, can funds be used to purchase alcoholic beverages and food?	No, funds cannot be used for purchase of alcohol or food for wet labs.
64	Do we need prior written approval to work with an agency to conduct a wet lab?	No prior approval is needed to conduct a wet lab.