

FY2019 TxDOT Traffic Safety RFP Frequently Asked Questions - General

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	Which proposal should be used to submit a law enforcement project or STEP?	<p>Please make sure to choose the Selective Traffic Enforcement Program (STEP) Request for Proposals in eGrants.</p> <p>Further information on the STEP proposals are located on the RFP page https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</p>
3	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.
4	<p>Is there a limit on the award amount for a proposal?</p> <p>What are the minimum and maximum request amounts?</p>	<p>There are no minimum or maximum amounts; however, please see RFP page 21 for estimated federal funding amounts for each program area.</p> <p>The RFP addresses “High Priority Needs” areas that have certain funding limits.</p> <p>Please refer to the RFP: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</p>
5	Is there a limit to the number of grants a subgrantee can be awarded at a time?	No. The organization may submit as many proposals as it wishes and there is no limit on the number of proposals an organization can be awarded.
6	<p>Are construction elements such as traffic lights and bicycle lanes eligible activities under a designated objective?</p> <p>Can funding be used for signage, technology, fencing, crosswalk painting, etc.? Or, is this program specifically for educational programming?</p>	<p>No, these infrastructure activities are not eligible for funding under this RFP.</p> <p>We do not provide funding for signage, technology, fencing, crosswalk painting, etc.</p>
7	Are court-based programs like DWI Courts eligible for funding?	Yes; however, with existing programs, please be cautious about the risk of supplanting, which 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.

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8	Are Transportation Authorities or a State Legislative Authorities eligible for funding or must they partner with a City?	Organizations eligible for General traffic safety grants include state and local governments, educational institutions, and nonprofit organizations. The Agency may be eligible if they meet this criteria. If an agency does not meet the criteria to apply, they could possibly be approved as a subcontractor under an eligible agency.
9	Does the high priority needs section of the RFP regarding SFST basic or initial training and refresher training also include instructor training?	No; it only addresses basic or initial training, and refresher training. Organizations may submit a separate proposal for projects to provide SFST instructor training.
10	Would a project entailing education-outreach or deployment of a smartphone app solution qualify for funding under the category of 405 funding for distracted driving?	We solicit educational outreach programs to address specific traffic safety related problems, goals and activities. We would consider a smartphone app as part of a proposal.
11	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. An organization may submit as many proposals as it wishes.
12	Would you please define a nonprofit organization? What requirements must be met to qualify as nonprofit?	501(c)(3) organizations are eligible to submit a proposal; however, 501(c)(4) organizations are not eligible to apply for funding under this RFP. This is because 501(c)(4) organizations can lobby, and TxDOT cannot fund lobbying organizations.
13	Do all project deliverables need to be completed within the 12 months or is there room to extend longer?	All project activities and deliverables must be completed within the grant year. The grant year ends on September 30, 2019.

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14	It was mentioned that organizations need to have documented operating policies and procedures. Are there examples of this that you can point us to?	No examples are available at this time; however, it is not necessary to have approved operating policies and procedures at the time of proposal submission. To submit a proposal, the proposer must indicate that their organization has operating policies and procedures, or will develop them prior to grant execution. This is done by checking the box next to the statement, "I certify that our agency has/will develop Operating Policies and Procedures." This Which is found in the <i>Terms, Conditions, and Responsibilities</i> proposal page in eGrants. If your proposal is selected for funding there will be sufficient time to develop operating policies and procedures prior to grant execution.
15	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.
16	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.
17	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.
18	Are promotional items (t-shirts, koozies, & key chains) allowed to be purchased with NHTSA funds?	Promotional items cannot be purchased with federal funds or be used as match under the grant.
19	Can funds from this grant be used to pay for portions of staff salaries?	Yes, we can pay for portions of staff salaries. Several factors (supplanting, grant related only) to be considered)
20	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.

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21	<p>Can more than one person attend a conference?</p> <p>Is it only one conference per year (e.g., Lifesavers vs. statewide traffic safety conference)?</p>	<p>A proposal may budget for more than one person to attend a conference. Conference attendance should clearly benefit the project, and the number of people attending should be reasonable and appropriate. Proposers are not limited to one conference; however, proposal scoring teams will evaluate travel budgets and TRF-TS may request that modifications be made to the number of conferences or the number of project staff attending.</p>
22	<p>Should we submit the travel budget in eGrants by each trip?</p> <p>For example: GETAC Meeting – Total Travel Costs \$2,000 NASEMSO-out of State Travel Costs \$4,000</p>	<p>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.</p> <p>All travel-related expenses must be reasonable, necessary and directly related to the grant project.</p> <p>For out of state travel expenses to be reimbursable, if the grant is awarded, the subgrantee must have obtained the written approval of TxDOT, through the eGrants system, prior to the beginning of the trip. Grant approval does not satisfy this requirement.</p>
23	<p>Is there a maximum cost per unit when purchasing child safety seats?</p> <p>Does this max include storage, shipping and distribution method(s)?</p>	<p>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).”</p> <p>Proposals should budget separately for shipping, distribution, and climate controlled storage. https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</p>

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24	<p>Will materials purchased with grant funds be required to meet Buy America standards?</p> <p>What is Buy America versus buy somewhere else?</p>	<p>Yes. Materials purchased with grant funds are required to meet Buy America standards.</p> <p>The Buy America Act, 23 U.S.C. § 313, prohibits states from using highway grant funds under 23 U.S.C. Chapter 4 to purchase products unless they are purchased in the United States. This prohibition applies to steel, iron and all manufactured products, unless the Secretary of Transportation has determined that it is appropriate to waive the Buy America Act requirement. For compliance purposes, “American-made” covers any product that is manufactured or assembled in the United States.</p> <p>Please refer to the Buy America documentation located on eGrantsHelp under the Manual and Report section titled “NHTSA - Highway Safety Grants Management Resources” and “NHTSA Buy America Act Guidance”</p> <p>https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html</p>
25	<p>Does TxDOT have Match guidelines?</p>	<p>Please refer to the most current Match Guidelines document located on the eGrants Help page.</p> <p>https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html</p>
26	<p>When entering the amount for match in eGrants, does this amount get compounded for more match? Or is the rate 25% for match?</p>	<p>All proposals must include a minimum of 20% local cost share (match). The match percentage is automatically calculated by eGrants. Note that the proposer enters the dollar amounts for each applicable budget category either under TxDOT or Match.</p>
27	<p>Can I use our building rent and utilities as match?</p> <p>If so what budget category do I put it in?</p>	<p>The building rent could be used as match, only when it is grant related. Remember the possible issue of supplanting. Rent would go under category (700) Other Miscellaneous.</p>
28	<p>Do I have to list existing employees on Match?</p> <p>Do all employees working in the project need to be listed with title and salary/fringe?</p>	<p>Yes. The employees need to be part of the grant to be included for reimbursement or as match.</p>

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29	Can the match be reported on a quarterly basis?	All subgrantees are required to complete monthly Performance Reports (PRs) and Request for Reimbursements (RFRs). The preferred method is to report match monthly in order to avoid any possible issues.
30	Can the program's state funding used for internal cost pool charges, be used as match? Examples of cost pool charges are copier, telecommunication and information technology charges such as laptop leases for staff in this program.	We allow the use of indirect cost to be used as match. The indirect cost rates must be current and approved. A proposing agency that has never negotiated indirect cost rate may use the 10% De Minimis indirect cost rate. Please refer to RFP. https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
31	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 \$ 25.15 for all other volunteers Other volunteers include 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 (2016) State of Texas rate found on the Independent Sector website. The link to the independent sector site is: http://www.independentsector.org/volunteer_time The CPS Instructor Technician and Technician match rates have been previously used by the National Safe Kids organization and would be applied only if performing those specific functions. These rates can be used for planning purposes for submitting FY 2019 traffic safety proposals.
32	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.
33	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).

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34	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%
35	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.
36	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.
37	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.
38	Can data be presented in charts/graphics and uploaded as an attachment? Will this data be considered in the scoring?	Yes, this can be added as an attachment and will 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
39	What is the step regarding organization compliance with Texas Administrative Code Title 43. Was there an online link associated with that? Does our organization need to file something with the state to show our compliance with the code	This information is also located on RFP page 5: Organizations must demonstrate compliance with Title 43 Texas Administrative Code §25.906(b) by certifying adoption of an internal ethics and compliance program that satisfies the requirements of Title 43 Texas Administrative Code §10.51 (relating to Internal Ethics and Compliance Program) prior to any grant execution.

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40	<p>What is considered reportable on the Single Audit Requirement noted on the Compliance Requirements page section, C.F.R. Part 200 Compliance?</p> <p>Other departments within our facility (which are totally separate) receive WIC type grants. Do they count as reportable?</p>	<p>All reportable federal funds received by the organization must be included when evaluating for the single audit requirement.</p>
41	<p>Are acronyms still allowed in the Problem ID, Problem Solution and Evaluation?</p>	<p>Acronyms are allowed as long as the first time the acronym is used it is notated.</p> <p>Example: The Texas Department of Transportation (TxDOT) has 25 districts.</p>
42	<p>What is the file size limit for attachments?</p>	<p>The file size limit is 4MB per attachment. eGrants will not accept attachments over 4MB.</p> <p>We recommend scanning attachments as black & white and low resolution. You can also split large attachments up into smaller attachments less than 4MB.</p>
43	<p>Can you please provide a list of approved projects, proposals and budgets from previous years?</p>	<p>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 webpage</p> <p>https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html</p>