

FY2021 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?	Please make sure to choose the Selective Traffic Enforcement Program (STEP) Request for Proposals in eGrants. Additional information on the STEP proposals is located at the RFP page: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
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)	Is there a limit on the award amount for a proposal? What are the minimum and maximum request amounts?	There are no minimum or maximum amounts; however, please see RFP page 15 for estimated federal funding amounts for each program area. The RFP addresses “High Priority Needs” areas that have certain funding limits. Please refer to the RFP: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
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)	Are construction elements such as traffic light/signals, traffic signs, and bicycle lanes, eligible activities under a designated objective? Can funding be used for signage, technology, fencing, crosswalk painting, pavement markings, etc.? Or, is this program specifically for educational programming? Can funding be used to purchase cameras or radar systems?	No, these infrastructure activities are not eligible for funding under this RFP. We do not provide funding for signage, technology, fencing, crosswalk painting, pavement markings, etc. Please contact the Local TxDOT district Traffic Engineer to discuss funding opportunities. Funding can be used to purchase cameras or radar systems as part of a proposed project but the purchase of the cameras or radar systems cannot itself, be the proposed project.
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.
8)	Can I apply for a research project?	Our funds are not eligible for research. We can fund studies or evaluations, but not research.

FY2021 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

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9)	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 these criteria. If an agency does not meet the criteria to apply, they could possibly be approved as a subcontractor under an eligible agency.
10)	Would a project entailing education-outreach or deployment of a smartphone app solution qualify for funding under category 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)	Can a proposal include payment for personnel who arrive at crash scenes and block off the roadway to provide a safe environment when officers are responding to accidents on the highway?	The cost of paying for personnel arriving at crash scenes to block off roadways after a crash is part of the existing expenses of a jurisdiction. TxDOT grant funds could not pay for this expense. Using grant funds for this type of cost would be supplanting.
12)	We wish to apply for funds using the 5310 grant funds to upgrade our computers and van services for seniors and the disabled. Is this allowable?	The 5310 grant funds are federal public transportation funds. These are a different fund source not covered by this RFP. Please contact the TxDOT Public Transportation Division in Austin or one of the TxDOT district offices to obtain information on applying for 5310 grant funding.
13)	Can 2 organizations or agencies submit a proposal together? Would TxDOT sign 2 separate grants?	No; proposals in eGrants are submitted under each individual organization/agency. You cannot submit one proposal under 2 organizations. An organization can have sub-contractor or sub contracts under their proposal but TxDOT will only sign the main grant with the proposing Agency. One agency would need to become the subgrantee and that subgrantee can subcontract work to the other agency. TxDOT would have to approve the subcontract.
14)	Is it ok if one proposal covers more than one of the program areas? Example: (bikes and driver education) or (distracted driving and pedestrians).	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. If the proposal is accepted for funding, TxDOT will determine which program area the proposal will be assigned to. An organization may submit as many proposals as it wishes.
15)	Under the Alcohol and other Drug Countermeasures, one of the strategies is "Increase enforcement of 'Driving Under the Influence by Minors' laws." We are not legal organizations or law enforcement, but providing education around this subject. For this case, how should we justify this strategy of increasing enforcement of laws?	This strategy applies to law enforcement. You would need to address one or more other strategies.

FY2021 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

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16)	<p>Would you please define a nonprofit organization?</p> <p>What requirements must be met to qualify as nonprofit?</p>	<p>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.</p>
17)	<p>Do all project deliverables need to be completed within the 12 months or is there room to extend longer?</p> <p>What is the minimum and maximum number of activities per Objective Statement?</p>	<p>All project activities and deliverables must be completed within the grant year. The grant year ends on September 30, 2021.</p> <p>Minimum number of activities = 1 Maximum number of activities = 10 Most objectives have multiple activities.</p>
18)	<p>It was mentioned that organizations need to have documented operating policies and procedures.</p> <p>Are there examples of this that you can point us to?</p>	<p>There are no examples to share but your organization must have, or will develop prior to grant execution, operating policies and procedures that may include topics such as time, benefits, training, etc.</p> <p>Your agency will need to check the box next to the statement, "I certify that our agency has/will develop Operating Policies and Procedures." which is found in the <i>Terms, Conditions, and Responsibilities</i> proposal page in eGrants.</p> <p>If your proposal is selected for funding there will be sufficient time to develop operating policies and procedures prior to grant execution.</p>
19)	<p>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?</p>	<p>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.</p>
20)	<p>Would educational items for the public be listed under "equipment?" Or would they be listed under "supplies?" Would categorization depend on the unit cost?</p>	<p>Educational items are to be listed under budget category 700 - Other Miscellaneous.</p>
21)	<p>I created an Objective page and a Budget Category page and need to delete, how can I do this?</p>	<p>You can DELETE most pages during the proposal process. Click the DELETE button at the top of the page.</p> <p>Note: If you do not have any items for a particular Budget Category then leave that category blank. Do not enter zeros or save the budget category page.</p>
22)	<p>Can shirts for volunteers to identify them as part of the project at events be purchased as PI&E?</p>	<p>No; shirts cannot be purchased as uniforms for volunteers or staff.</p>

FY2021 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

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23)	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.
24)	Are subgrantees subject to GSA travel guidelines for hotel costs?	Yes; TxDOT reimbursement follows the hotel and per diem rates established by GSA.
25)	<p>Can more than one person attend a conference?</p> <p>Is it only one conference per year (i.e., Lifesavers vs. Statewide Traffic Safety Conference)?</p> <p>Has the Traffic Safety Conference location been set for the FY2021 year?</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-BTS may request that modifications be made to the number of conferences or the number of project staff attending.</p> <p>The location has not been determined for the FY2021 conference. For budgeting purposes, please use San Antonio for meals and hotel per diem and other travel costs.</p>
26)	<p>Should we submit the travel budget in eGrants by each trip?</p> <p>For example:</p> <p>Statewide Traffic Safety Conference - Total Travel Costs \$2,000</p> <p>Life Savers Conference - 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>
27)	<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>Do all seats need to be budgeted using the \$65 flat rate or can we use lower rates i.e. \$30 for booster seats?</p> <p>Will proposals be scored negatively if climate-controlled storage is not used, The RFP states it is “strongly encouraged”?</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 \$65 each).”</p> <p>Proposals should budget separately for shipping, distribution, and climate controlled storage: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</p> <p>The current average cost for multiple types car seats is \$65. If your agency plans to only purchase boosters, a lower price could be used for budgeting based on your estimated procurement cost.</p> <p>No. We strongly encourage your agency to take the necessary steps to protect the seats from hot and cold temperature conditions.</p> <p>Please budget for climate-controlled storage, if needed. Climate-controlled storage is not necessary if the seats will be distributed upon receipt.</p>

FY2021 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

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28)	<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”: https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html</p>
29)	Does TxDOT have Match guidelines?	<p>Please refer to the most current Match Guidelines document located on the eGrants Help page: https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html</p>
30)	When entering the amount for match in eGrants, does this amount get compounded for more match? Or is the rate 25% for match?	<p>All proposals must include a minimum of 20% local cost share (match). The match percentage is automatically calculated by eGrants on the last page of the budget.</p> <p>Note that the proposer enters the dollar amounts for each applicable budget category either under “TxDOT” or “Match”.</p>
31)	<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.</p> <p>Rent would go under category 700 - Other Miscellaneous.</p>
32)	<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> <p>Yes; all employees working in the project need to be listed with title and salary/fringe as well as a brief description of employee’s responsibilities.</p>
33)	<p>Can the program’s state funding used for internal cost pool charges, be used as match?</p> <p>Examples of cost pool charges are copier, telecommunication and information technology charges such as laptop leases for staff in this program.</p>	<p>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.</p> <p>Please refer to RFP: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</p>

FY2021 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

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34)	Can the match be reported on a quarterly basis?	<p>Yes. Although the preferred method is to report match monthly to avoid any possible issues.</p> <p>All subgrantees are required to complete monthly Performance Reports (PRs) and Request for Reimbursements (RFRs).</p>
35)	<p>What are the volunteer rates we can use for the proposal?</p> <p>Is a Law Enforcement Officer teaching or assisting “off duty” considered as “Other volunteers”? We often have times when law enforcement officers instruct our courses “on duty” and we don’t request match or any type of reimbursement and these officers are not paid by the grant.</p>	<p>The approved Volunteer Match Rates per hour to be used traffic safety proposals are as follows:</p> <p>\$ 50 for CPS Instructor Technicians \$ 25 for CPS Technicians \$ 25.10 for all other volunteers</p> <p>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 (2018) State of Texas rate found on the Independent Sector website. The link to the independent sector site is: http://www.independentsector.org/volunteer_time</p> <p>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.</p> <p>These rates can be used for planning purposes for submitting FY 2021 traffic safety proposals.</p> <p>If performing the work in the capacity of their occupation, you can use their actual pay rate, the National Wage Data by Occupation Rate-Bureau of Labor statistics, or can use the “volunteer rate” from the Independence sector website.</p>
36)	<p>If we already have an established approved indirect cost rate that is less than 10%, do we still have to provide supporting documentation?</p> <p>If we have never had an approved indirect cost rate and choose the 10% indirect cost rate, do we have to provide any supporting documentation?</p>	<p>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.</p> <p>No supporting documentation is required to claim the standard 10% indirect cost rate.</p>
37)	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).

FY2021 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

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38)	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.
39)	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.
40)	Can I add more than one objective?	Yes; but it is strongly encouraged to have no more than 10 objectives per project. This information is listed in the RFP (Page 24).
41)	When we list our performance measures in the proposal, should our performance measure refer directly to the Strategies listed in the RFP (Tables on pages 8-14)?	Yes; proposers are encouraged to review the strategies contained in Tables 2.1 – 2.15 in this section before preparing a proposal (RFP pages 8-14). When developing a proposal, proposers must select at least one of the strategies and address how the proposed project will address the strategy.
42)	Can county and state crash data be included for comparative analyses if the grant request is submitted by a city?	Yes; the proposing organization should determine if the data supports the proposal's problem identification and solution and clearly shows an over/under representation of the data.
43)	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
44)	We use the Occupant Protection (OP) Survey results as a resource for our Problem ID. Is there a link where we can find the OP Survey results?	The Texas Transportation Institute's Safety Center website provides the latest OP Survey results at: https://groups.tti.tamu.edu/cts/2018-occupant-protection-survey-results/ .
45)	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.

FY2021 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

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46)	<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>
47)	<p>Are acronyms still allowed in the Problem ID, Problem Solution and Evaluation?</p> <p>Is it allowable to include an attachment that has a list of acronyms used and what they stand for?</p>	<p>Acronyms are allowed if the first time the acronym is used it is notated.</p> <p>Example: The Texas Department of Transportation (TxDOT) has 25 districts.</p> <p>You can include an attachment that lists acronyms as an addendum to the proposal but it is not a substitute for defining acronym(s) in the proposal the first time used.</p> <p>Attachments are not scored and not an official substitute for data in the actual proposal.</p>
48)	<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. You will receive an error message if the file size is too big.</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>
49)	<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.</p> <p>Previous year approved projects are reported in the Annual report also located on eGrantsHelp webpage: https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html</p>