



TRAFFIC SAFETY PROGRAM REQUEST FOR PROPOSALS FY 2021 GENERAL GRANTS

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SECTION ONE

OVERVIEW

Texas Traffic Safety Program

FY 2021 Request for Proposals – General Grants

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 2021 (FY 2021) 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-BTS) requests proposals for Texas HSP projects. The request goes out to state and local governments, educational institutions, and non-profit organizations. The FY 2021 project period is **October 1, 2020 – September 30, 2021**.

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

Effective FY 2018, proposals for Selective Traffic Enforcement Program (STEP) grants were submitted under a separate process. Information regarding STEP proposals for FY 2021 can be found at: <https://www.txdot.gov/apps/egrants/eGrantsHelp/RFP.html>.

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-BTS provides oversight of statewide projects and local projects at the agency's 25 districts. TRF-BTS administers the program from its Austin headquarters in the Traffic Safety 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.

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Internal Ethics and Compliance Required

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.

Electronic Signature Approval Process Required

All proposers for projects in FY 2021 must 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 2021 Grant Schedule		
Grant Year Type	Start Date	End Date
A one-year grant extends over a single Federal fiscal year.	October 1, 2020	September 30, 2021

**SECTION TWO
PROGRAM NEEDS**

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Program Areas

There are fourteen Traffic Safety program areas for potential consideration for funding:

- 01 Planning and Administration
- 02 Alcohol and other Drug Countermeasures
- 03 Emergency Medical Services
- 04 Motorcycle Safety
- 05 Occupant Protection
- 06 Pedestrian and Bicycle Safety
- 07 Police Traffic Services
- 08 Speed Control
- 09 Traffic Records
- 10 Driver Education and Behavior
- 11 Railroad / Highway Crossing
- 12 Roadway Safety
- 13 Safe Communities
- 14 School Bus Safety

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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.

The following tables (Tables 2.1 – 2.15) outline the FY 2021 targets and strategies for each Traffic Safety program area:

Table 2.1: Overall State Target	
Targets	Strategies
To reduce the number of motor vehicle crashes, injuries and fatalities	

Table 2.2: Planning and Administration – 01	
Targets	Strategies
To provide effective and efficient management of the Texas Traffic Safety Program	Provide training and assistance for local and statewide traffic safety problem identification. Provide procedures and training on highway safety planning and project development. 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.

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Table 2.3: Alcohol and Other Drug Countermeasures – 02

Targets	Strategies
<p>To reduce the number of alcohol impaired and driving under the influence of alcohol and other drug-related crashes, fatalities and injuries</p> <p>To reduce the number of DUI-related crashes where the driver is under age 21</p>	<p>Increase and sustain high visibility enforcement of DWI laws.</p> <p>Improve BAC testing and reporting to the State’s crash records information system.</p> <p>Improve anti-DWI public information and education campaigns including appropriate bilingual campaigns.</p> <p>Increase the number of law enforcement task forces and coordinated enforcement campaigns.</p> <p>Increase training for anti-DWI advocates.</p> <p>Increase intervention efforts.</p> <p>Improve and increase training for law enforcement officers.</p> <p>Improve DWI processing procedures.</p> <p>Improve adjudication and processing of DWI cases through improved training for judges, administrative license revocation judges, prosecutors, and probation officers.</p> <p>Increase the use of warrants for mandatory blood draws.</p> <p>Educate the public and stakeholders on the use of interlock devices and other alcohol monitoring technologies for DWI offenders.</p> <p>Improve education programs on alcohol and driving for youth.</p> <p>Increase enforcement of driving under the influence of alcohol by minor laws.</p> <p>Increase public education and information, concentrating on youth age 5-13 and 14-20, including parent education on drinking and driving.</p>

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Table 2.4: Emergency Medical Services – 03	
Targets	Strategies
To improve EMS care and support provided to motor vehicle trauma victims in rural and frontier areas of Texas	<p>To increase the availability of EMS Training in rural and frontier areas.</p> <p>Increase EMS involvement in local community safety efforts.</p>

Table 2.5 - Motorcycle Safety – 04	
Targets	Strategies
To reduce the number of motorcyclist fatalities	<p>Improve public information and education on motorcycle safety, including the value of wearing a helmet.</p> <p>Improve public information and education on the value of not operating a motorcycle while under the influence of alcohol and/or other drugs.</p> <p>Increase public information and education on motorists' responsibility pertaining to motorcycle safety.</p> <p>Increase rider education and training.</p> <p>Improve education and awareness of motorcycle safety among law enforcement and EMS personnel, educators and state and local traffic engineers.</p>

Table 2.6: Occupant Protection – 05	
Targets	Strategies
To increase occupant restraint use, including child safety seats, in all passenger vehicles and trucks	<p>Increase training opportunities and retention of child passenger safety (CPS) technicians and instructors.</p> <p>Maintain CPS seat distribution programs for low income families.</p> <p>Sustain high visibility enforcement of occupant protection laws.</p>

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Table 2.6: Occupant Protection – 05	
Targets	Strategies
<p>To increase occupant restraint use, including child safety seats, in all passenger vehicles and trucks</p>	<p>Increase public information and education campaigns.</p> <p>Increase intervention efforts by healthcare professionals, teachers, and all safety advocates.</p> <p>Concentrate efforts on historically low use populations.</p> <p>Increase occupant protection education, training, and awareness of safety belt issues for law enforcement, judges and prosecutors.</p> <p>Increase EMS/fire department involvement in CPS fitting stations.</p>

Table 2.7: Pedestrian and Bicyclist Safety – 06	
Targets	Strategies
<p>To reduce the number of motor vehicle-related pedestrian and bicyclist fatalities and serious injuries.</p>	<p>Increase public information and education on motorists’ responsibilities pertaining to pedestrian and bicyclist safety.</p> <p>Increase public information and education efforts on pedestrian and bicyclist safety.</p> <p>Improve “walkability” and “bikeability” of roads and streets.</p> <p>Improve data collection on pedestrian injuries and fatalities.</p> <p>Improve identification of problem areas for pedestrians.</p>

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Table 2.8: Police Traffic Services – 07	
Targets	Strategies
<p>To increase effective enforcement and adjudication of traffic safety-related laws to reduce crashes, injuries, and fatalities.</p> <p>To reduce large truck (“Semi- Trailer” or “Truck-Tractor”) crashes, injuries and fatalities.</p>	<p>Increase public education and information campaigns regarding enforcement activities.</p> <p>Increase and sustain enforcement of traffic safety-related laws.</p> <p>Provide technical and managerial support to local law enforcement agencies and highway safety professionals.</p> <p>Increase and sustain high visibility enforcement of Intersection Traffic Control (ITC) laws.</p> <p>Increase public information and education on intersection related traffic issues.</p> <p>Increase and sustain high visibility enforcement of state and local ordinances on cellular and texting devices.</p> <p>Increase public information and education on distracted driving related traffic issues.</p> <p>Increase public information and education on sharing the road with large trucks.</p> <p>Increase enforcement of commercial motor vehicle speed limits.</p>

Table 2.9: Speed Control – 08	
Targets	Strategies
<p>To reduce the number of speed-related fatal and serious injuries</p>	<p>Increase and sustain high visibility enforcement of speed-related laws.</p> <p>Provide community training on speed-related issues.</p> <p>Increase public information and education concerning speed-related issues.</p>

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Table 2.10: Traffic Records – 09	
Targets	Strategies
<p>To improve the timeliness, accuracy, completeness, uniformity, integration, and/or accessibility of traffic records in Texas.</p>	<p>Improve the intake, tracking, analysis and reporting of crash data.</p> <p>Improve the integration of traffic records between state agencies and local entities.</p> <p>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.”</p>

Table 2.11: Driver Education and Behavior – 10	
Targets	Strategies
<p>To increase public knowledge, perception and understanding of driver education and traffic safety for all road users</p> <p>To reduce the number of crashes and injuries related to distracted driving</p>	<p>Develop and implement public information and education efforts on traffic safety issues.</p> <p>Provide assistance to update the drivers' education curriculum and administrative standards.</p> <p>Conduct and assist local, state and national traffic safety campaigns.</p> <p>Implement and evaluate countermeasures to reduce the incidence of distracted driving.</p> <p>Conduct public information and education campaigns related to distracted driving.</p> <p>Improve the recording of distracted driving as a contributing factor on crash reports.</p>

Table 2.12: Railroad / Highway Crossing – 11	
Targets	Strategies
<p>To reduce KAB crashes at railroad/highway crossings</p>	<p>Increase education of law enforcement concerning laws governing railroad/highway crossings.</p> <p>Increase public education and information on railroad/highway crossing safety.</p>

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Table 2.13: Roadway Safety – 12	
Targets	Strategies
<p>To reduce the number of traffic crashes, injuries, and fatalities in work zones</p> <p>To reduce large truck (“Semi- Trailer” or “Truck-Tractor”) crashes, injuries and fatalities</p> <p>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</p>	<p>Increase public education and information on roadway safety.</p> <p>Provide traffic safety problem identification to local jurisdictions.</p> <p>Improve highway design and engineering through training.</p> <p>Provide training on roadway safety issues</p>

Table 2.14: Safe Communities -13	
Targets	Strategies
<p>To establish integrated community traffic safety programs to prevent traffic-related fatalities and injuries</p>	<p>Support the establishment and growth of Safe Communities Coalitions.</p> <p>Support Texas Safe Community efforts statewide 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.</p>

Table 2.15: School Bus – 14	
Targets	Strategies
<p>To reduce School bus-related crashes, injuries and fatalities</p>	<p>Provide safe school bus operation training for school bus drivers.</p> <p>Provide public information and education campaigns to promote safe motor vehicle operations around school buses.</p>

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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	FY2021 Section 402	Section 405b Occupant Protection	Section 405c Traffic Records	Section 405d Impaired Driving	Section 405f Motorcycle Safety	Section 405h Pedestrian and Bicyclist
01 – Planning & Administration (PA)	\$ 700,000	\$ 700,000					
02 – Alcohol & Other Drug Countermeasures (AL)	14,401,600	3,087,600			\$ 11,314,000		
03 – Emergency Medical Services (EM)	375,000	375,000					
04 – Motorcycle Safety (MC)	904,900	573,100				\$ 331,800	
05 – Occupant Protection (OP)	6,395,300	2,868,300	\$ 3,527,000				
06 – Pedestrian & Bicyclist Safety (PS)	6,025,000	695,000					\$ 5,330,000
07 – Police Traffic Services (PT)	12,100,000	12,100,000					
08 – Speed Control (SC)	100,000	100,000					
09 – Traffic Records (TR)	6,064,500	375,000		\$ 5,689,500			
10 – Driver Education & Behavior (DE)	3,700,000	3,700,000					
11 – Railroad / Highway Crossing (RH)	74,800	74,800					
12 – Roadway Safety (RS)	425,000	425,000					
13 – Safe Communities (SA)	185,000	185,000					
14 – School Bus (SB)	106,700	106,700					
	\$ 51,557,800	\$ 25,365,500	\$ 3,527,000	\$ 5,689,500	\$ 11,314,000	\$ 331,800	\$ 5,330,000

Federal Fund Sources

Section 402 – State and Community Highway Safety Programs

Section 405 – Section 405 National Priority Safety Program

Click [here](#) for the NHTSA Resources Guide Webpage

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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 \$15 million in Federal funds are being dedicated to reducing the number of alcohol and other drug-related traffic fatalities.

Special consideration will be given to programs that reduce the number of alcohol-related crashes and fatalities occurring in Texas cities and counties with the highest number of alcohol-related fatalities and serious injuries, based on a 3-year average.

Counties (not to include incorporated areas within each county):

Bastrop	Bell	Bexar	Bowie	Brazoria
Cameron	Ector	Ellis	Fort Bend	Grayson
Harris	Harrison	Hays	Henderson	Hidalgo
Hunt	Johnson	Kaufman	Lubbock	Matagorda
Midland	Montgomery	Smith	Travis	Van Zandt
Victoria	Williamson			

Cities:

Abilene	Amarillo	Arlington	Austin	Beaumont
Brownsville	Carrollton	Conroe	Corpus Christi	Dallas
Denton	El Paso	Fort Worth	Garland	Grand Prairie
Houston	Irving	Killeen	Laredo	Lubbock
McAllen	Mesquite	Midland	Odessa	Pasadena
Plano	San Antonio	Waco		

- 2) Proposals are being accepted to conduct Standardized Field Sobriety Testing (SFST) Basic or Initial Training Courses, Refresher Training Courses and Instructor Training Courses for Texas Peace Officers statewide. The maximum potential Federal award for this project is \$575,000.00.

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.

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- 3) 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
- 4) It has been over ten years since the state of Texas has conducted a Program Assessment for Standardized Field Sobriety Test (SFST). Therefore, proposals are being accepted to conduct a Standardized Field Sobriety Testing Program Assessment with the Advanced Roadside Impaired Driving Enforcement (ARIDE) but without the Optional DRE Module for fiscal year 2021.
- 5) Proposals are being accepted for projects that can address the education of teens about the dangers of alcohol, as well as drinking and driving.
- 6) Proposals are being accepted for projects that can address the education of parents regarding the dangers of providing social hosting of parties that serve alcohol to underage children.
- 7) Proposals are being accepted for projects that can address the training of prosecutors regarding the effects of marijuana impairment related to driving.
- 8) Proposals are being accepted for projects that can address the education of the general public regarding the effects of marijuana impairment related to driving.

Distracted Driving

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

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 a minimum 6-hour CEU 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.
- 2) Proposals are being accepted to purchase and distribute child safety seats to low income families through distribution programs and seat check-up events.
- 3) Proposals are being accepted to conduct Child Passenger Safety Certification Trainings throughout the state.

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Pedestrian/Bicycle Safety –

TxDOT has received funding to be used explicitly for proposals as specified below. No other topics or information may be included as that would make the proposal ineligible for this funding.

- 1) Proposals are being accepted for training law enforcement on state laws applicable to pedestrian and bicycle safety.
- 2) Proposals are being accepted for enforcement mobilizations and campaigns designed to enforce state laws applicable to pedestrian and bicycle safety.
- 3) Proposals are being accepted for public education and awareness programs designed to inform motorists, pedestrians and bicyclists of state laws applicable to pedestrian and bicycle safety.

Driver Education and Behavior

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 \$45,000.00.

Traffic Safety Conference

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 three (3) surveys to assess statewide occupant restraint use to estimate statewide belt use in 22 counties, front seat occupant restraint use in 18 cities, and child occupant restraint use (0-4 years) in 14 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**

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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	11/08/2019
Proposal Submission Training for General/STEP Grants	11/20/2019
Deadline for Proposal Questions	12/02/2019 @ Noon
Proposal Q&A Posted	12/06/2019
Deadline for Proposal Submission	01/09/2020
Scoring and Negotiations	
Proposals Scored	02/21/2020
Proposal Negotiations Completed	04/13/2020
Funding Approval	
Funding List and Minute Order Developed	05/01/2020
Funding Approved by Transportation Commission	05/28/2020
HSP Development	
HSP Drafted and Reviewed	06/03/2020
HSP Submitted to NHTSA	07/01/2020
HSP Approved and Published	08/14/2020
Award Grants	
Grants Awarded, Executed and Activated in eGrants	10/01/2020

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

https://www.nhtsa.gov/sites/nhtsa.dot.gov/files/documents/812478_countermeasures-that-work-a-highway-safety-countermeasures-guide-.pdf

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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:
 - Wednesday, November 20, 2019 – 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 12 pm noon (CST) on Monday, December 02, 2019. Email subject lines must begin “RFP Question:” followed by a specific topic.
- A question-and-answer document will be posted by Friday, December 6, 2019, at: <https://www.txdot.gov/apps/egrants/eGrantsHelp/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) Thursday, January 9, 2020. Proposals will not be accepted after 5:00 p.m. (CST) Thursday, January 9, 2020. 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**

Texas Traffic Safety Program

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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

The 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 \$65 each).
- Proposals are strongly encouraged to include climate-controlled storage.
- Proposals must include 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 2018 data or newer. Data that is older than 2018 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.

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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; e.g., Texas A&M Transportation Institute Statewide Survey of Seat Belt Use

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. It is strongly encouraged to have a **maximum** of ten (10) objectives per project. 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.

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TRF-BTS 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:

- **Specific**
- **Measurable**
- **Action-oriented**
- **Realistic**
- **Time-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**

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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:

https://one.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. Proposing agencies have the option to not include indirect costs as part of their proposal.

A proposing agency that has never negotiated indirect cost rates with a cognizant agency or TxDOT and receives less than \$35 million in direct Federal funding per year may use the 10% De Minimis indirect cost rate. The documentation of this decision must be kept on file. 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. The link to the entire OMB FAQ follows: <https://cfo.gov/wp-content/uploads/2017/08/July2017-UniformGuidanceFrequentlyAskedQuestions.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 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

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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-BTS.
- **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-BTS.
- **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** - T-shirts, uniforms, polo shirts, caps, etc. cannot be purchased as per the Use of NHTSA Funds to Purchase Items for Distribution Memo found at the following link: <https://www.txdot.gov/apps/eGrants/eGrantsHelp/Reports/NHTSAMemoforPurchaseItemsDistribution.pdf>
- **Alcoholic Beverages** - Funds cannot be used to purchase alcoholic beverages. **The only exception to purchasing alcohol is when performing underage drinking sting operations and with prior written approval from TRF-BTS.**

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-BTS administered grant agreements include a maximum amount eligible for reimbursement. Fund advances are not allowed.

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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-BTS separately, it will not be accepted, and will be discarded.

**SECTION SIX
SELECTION PROCESS**

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Proposal Scoring

Proposal scoring is based on the problem identification and solution. TRF-BTS scoring teams review and evaluate each proposal for relevancy to a state or local problem. The basis for scoring consists of, but is 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-BTS 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**

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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 posted at:
<http://www.txdot.gov/apps/egrants/eGrantsHelp/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.