

FY2022 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

Terminology:

Organization - when using the term “organization” in this document it includes, but is not limited to, an organization, an agency and/or any other entity eligible for General Traffic Safety Grants.

Grants - the term “grant” in this document refers to General Traffic Safety Grants.

Subgrantee(s) - the term “subgrantee(s)” in this document refers to recipients of General Traffic Safety Grants.

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)	Where can we find the General Score Sheet on eGrants?	The General Score Sheet is posted on the RFP page: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
3)	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
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.

FY2022 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

Q #	Question	Answer
7)	I am currently a subgrantee. I intend to significantly expand my grant to include new activities. The 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.
8)	Can I apply for a research project?	Our funds are not eligible for research. We can fund studies or evaluations, but not research.
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 organization may be eligible if they meet these criteria. If an organization does not meet the criteria to apply, they could possibly be approved as a subcontractor under an eligible organization.
10)	Can two organizations submit a proposal together? Would TxDOT sign two separate grants?	No; proposals in eGrants are submitted under each individual organization. You cannot submit one proposal under two organizations. An organization can have sub-contractor or sub contracts under their proposal but TxDOT will only sign the main grant with the proposing organization. One organization would need to become the subgrantee and that subgrantee can subcontract work to the other organization. TxDOT would have to approve the subcontract.
11)	Can I work with other researchers (as Co-PIs) from other states (e.g., Universities, Colleges) on the grants?	Our funds are not eligible for research.
12)	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 organization 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.
13)	Can you confirm use of the term "DUI" in the RFP is specific to projects that target minors under the age of 21?	There are several places in the RFP where the term "DUI" is used. On pages 9 and 16 the reference is for projects that target minors – under the age of 21. On page 17, however, there are three references to DUI and they are not exclusively for minors – under the age of 21. Please refer to the RFP: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html

FY2022 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

Q #	Question	Answer
14)	<p>I am not an American citizen, but I am currently in the process of getting my green card.</p> <p>I would like to know whether I am eligible for the grants.</p>	<p>Organizations submit proposals, not individuals.</p> <p>You would be submitting the proposal under your organization's name and will be a user under the organization.</p> <p>Your individual status doesn't not determine the organization's ability to submit a proposal.</p>
15)	<p>I am interested in examining the effects of THC on impaired driving/fatality on the highways in the State of Texas. I wonder whether TX FARS data or other crash data includes drug test results such as specified THC results (delta-9 THC versus carboxy-THC) and other drug test results?</p> <p>If not, I want to know whether this work will possibly be a grant proposal topic to suggest evidence-based DUI/DWI policies by improving the data management?</p>	<p>TxDOT's CRIS database does include drug tests results.</p>
16)	<p>I'm noticing from your FY21 list a number of 'No Refusal' programs listed in the project list. We were told repeatedly that we could not use funds for our No Refusal program.</p> <p>Can you please clarify what funds covered the 5 organizations that received funds for FY21?</p>	<p>A No Refusal Program can be funded as a stand-alone program. It cannot include enforcement, as that would fall under a STEP grant.</p> <p>The five organizations that received funding for No Refusal Programs in FY 21 were funded with 405D funds.</p> <p>For more information on types of No Refusal Projects please refer to FY 2021 Texas Traffic Safety Highway Safety Plan (HSP) under Alcohol & Other Drug Countermeasures (page 57). https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html</p>
17)	<p>Where can we learn more about the Safe Communities Coalitions? How do we support them?</p>	<p>In FY 21 we funded one project under the Safe Communities Program Area. For more information on please refer to FY 2021 Texas Traffic Safety Highway Safety Plan (HSP) under Safe Communities Program Area (page 196). https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html</p> <p>Each TxDOT district has a Traffic Safety Specialist that can assist with and provide details on local traffic safety coalitions.</p>
18)	<p>Our FY21 funding source currently covers general traffic safety. In the past, our funding source was limited to impaired driving.</p> <p>Is it possible that, if we are selected for funding, TxDOT would revert us back to the impaired driving funding source even if our grant proposal covers general traffic safety topics (e.g., distraction, speeding, etc.) and require us to revise the entire proposal to cover impaired driving only?</p>	<p>The funding source designated to each proposal is based on various factors which include fund source availability.</p> <p>TxDOT cannot commit to fund any project let alone to use a specific funding source in case the project is chosen for funding.</p> <p>When the proposal is submitted a request may be included requesting a specific funding source. This would be simply a request and again, TxDOT would not commit to funding the project or (if chosen) to do so with a particular funding source.</p>

FY2022 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

Q #	Question	Answer
19)	Are there funds available to educate and train new officers for DRE (Direct Recognition Expert Training Program) and ARID (Advanced Roadside Impaired Driving Program)?	<p>Under the High Priority Needs section of the RFP (pages 16/17) we specified that we are accepting proposals to conduct Drug Recognition Expert (DRE) training and Advanced Roadside Impaired Driving Education (ARIDE) training.</p> <p>For more detailed information, please refer to the RFP: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</p>
20)	Can you please explain about “proposals that duplicate existing projects will not be approved”?	<p>If there is an existing project underway and we receive a proposal that duplicates that effort, it would not be considered for funding because it would be a duplication of effort.</p> <p>If it is an effort that is already addressed at the state or local level, we must make sure we are not supplanting. If it is funded with state or local funds then we could not fund with federal funds.</p>
21)	What type of projects would be eligible under the strategy for improving walkability and bikeability of roads and streets?	<p>We have dedicated funds if you address one of the three bullets in the High Priority Needs section of the RFP https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</p> <p>Educational and Training programs related to Pedestrian and Bicycle safety.</p> <p>If your communities want to do data analysis related to pedestrian and bicycle safety and what is happening with crashes in your area that would be an eligible type of project.</p> <p>We cannot use our traffic safety funds for infrastructure improvements such as signs, signals, or sidewalk improvement.</p>
22)	Do all project deliverables need to be completed within the 12 months or is there room to extend longer?	<p>Yes; all project activities and deliverables must be completed within the grant year.</p> <p>The grant year ends on September 30, 2021.</p>
23)	Does the objective’s end date need to match the last activity’s end date?	<p>The objective’s end date needs to be at least the same as the last activity’s end date if not later.</p>
24)	<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 organization will need to check the box next to the statement: “I certify that our organization 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>

FY2022 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

Q #	Question	Answer
25)	With the experience during the pandemic of having to conduct programming virtually instead of in-person, is it recommended that activities planned in the FY22 Proposal include a virtual option?	<p>This past year, with the pandemic, has taught us to think and work outside the box and find new, more efficient and innovative ways to get the job done.</p> <p>Every project is different and may or may not be able to accommodate a virtual option. But if it is a feasible possibility, it would be a good idea to include a virtual option.</p>
26)	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.
27)	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.
28)	I created an Objective page and a Budget Category page and need to delete, how can I do this?	<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 you should leave that category blank. Do not enter zeros or save the budget category page.</p>
29)	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.
30)	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) need to be considered.
31)	Are subgrantees subject to GSA travel guidelines for hotel costs?	Yes; TxDOT reimbursement follows the hotel and per diem rates established by GSA.
32)	Is tuition an allowable expense on the Traffic Safety projects?	<p>If tuition refers to earning an education (GED, bachelor's degree, etc.) that is not an allowable expense.</p> <p>If tuition refers to registration fees for meetings or conferences that would be an eligible expense.</p>
33)	Can grant funds be used for social media buys to increase views of grant-funded projects? For instance, grant funds paid to Facebook to promote the availability of a training program supported by grant funds.	No; this RFP is neither for media vendors nor for any paid media-related projects or activities.

FY2022 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

Q #	Question	Answer
34)	<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 FY2022 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 for the FY 2022 conference is College Station, Texas but it may be a virtual conference as it was in FY 2021. For budgeting purposes, please use College Station for meals and hotel per diem and other travel costs.</p>
35)	<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>
36)	<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 organization 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 organization 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>

FY2022 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

Q #	Question	Answer
37)	<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>
38)	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>
39)	What is the minimum amount of match required for proposal submission?	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.
40)	Can you charge indirect cost on match?	Indirect cost on match can be counted as match, however, the amount calculated as indirect cost of the match cannot be reimbursed with federal funds. It can only be used as additional match.
41)	<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>
42)	<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 organization 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>

FY2022 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

Q #	Question	Answer
43)	<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 in traffic safety proposals are as follows:</p> <p>\$ 50 for CPS Instructor Technicians \$ 25 for CPS Technicians \$ 25.47 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 (2019) 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 2022 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>
44)	<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>If an agency has never had an approved indirect cost rate, no supporting documentation is required to claim the standard 10% indirect cost rate.</p>
45)	<p>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?</p>	<p>Yes; the difference can be claimed as match in the proposal.</p>
46)	<p>Can data be presented in charts/graphics and uploaded as an attachment?</p> <p>Will this data be considered in the scoring?</p>	<p>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.</p> <p>Please refer to RFP for full explanation: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</p>

FY2022 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

Q #	Question	Answer
47)	<p>If we are interested in developing pre-and post-surveys for our educational efforts, would said surveys require prior TxDOT approval?</p> <p>If so, would we wait until the project period to route those surveys for approval by TxDOT?</p>	<p>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.</p> <p>The survey would need to be submitted for approval after grant execution. Survey costs cannot be incurred prior to grant execution.</p>
48)	<p>We use the Occupant Protection (OP) Survey results as a resource for our Problem ID.</p> <p>Is there a link where we can find the OP Survey results?</p>	<p>The Texas Transportation Institute's Safety Center website provides the latest OP Survey results at:</p> <p>https://cts.tti.tamu.edu/2020-occupant-protection-survey-results/</p>
49)	<p>What is the step regarding organization compliance with Texas Administrative Code Title 43. Was there an online link associated with that?</p>	<p>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.</p> <p>Please refer to page 5 of the RFP for full explanation: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</p>
50)	<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 federal funds received by the organization must be included when evaluating for the single audit requirement.</p> <p>Yes; all federal funds received by the organization count as reportable.</p>
51)	<p>Do reviewers look at the Notes section on Form pages? In years past, it seems when we get review questions the explanation was already in the note section.</p> <p>What is the preferred way to source references? Do you want citation numbers that correspond to a reference document that would be in the attachment section?</p>	<p>Do not use the Notes button in the original proposal submission to include information about your proposal.</p> <p>The Notes on are not scored. Any information that needs to be considered, needs to be in the proposal and/or included as an attachment.</p> <p>Attachments need to follow the corresponding limitations.</p> <p>There is no preferred way to source references. As long as the sources are referenced it doesn't matter if it is at the bottom of the page or in attachments.</p>

FY2022 TxDOT Traffic Safety RFP - Frequently Asked Questions - General

Q #	Question	Answer
52)	What is the file size limit for attachments?	<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>
53)	Can you please provide a list of approved projects, proposals and budgets from previous years?	<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>