FY2023 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 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? The RFP does not have the usual table breaking down the funding amounts and funding sources allocated to different program areas.	Award limits, minimum and/or maximum amounts are at the sole discretion of the Texas Department of Transportation. Please focus on building a proposal that is the right size for the problem you are addressing. Also, remember to build your budget using the SMART principals that are detailed on page 25 of 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, 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?	No, these infrastructure activities are not eligible for funding under this RFP.
	Can funding be used for signage, technology, fencing, crosswalk painting, pavement markings, etc.?	No, 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.
	Is this program specifically for educational programming?	The Traffic Safety Program focuses on Enforcement and Education (which includes training).
	Can funding be used to purchase cameras or radar systems?	Yes, 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.

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, you need to submit a complete and informative proposal.
8)	Can I apply for a research project?	No. Our funds are not eligible for 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. 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. No. An organization may have sub-contractor or subcontracts 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)	Regarding the Contractual Services, when do we request permission to subcontract? Prior to submitting the application or if or when the grant awarded? Do we include a copy of the proposed contractual agreement as part of an attachment during the application submission? Does this get entered in Category (600) Contractual Services or Category (100) Salaries? The subcontract will be in excess of $25,000 and I know that requires written approval from TXDOT before it can be executed. Is that approval needed for the application itself, or just something that would be needed once we find out if our grant application is awarded?	No, the subcontract does not need to be provided with the proposal. No, a copy does not need to be included with the proposal All subcontract budgets must be included in the proposal budget, under Contractual Services in Category (600). No, the approval of the subcontract is not required for the proposal submission. It will need to be approved after the execution of the grant. Please note that eGrants Help has a Subcontract template which includes all the requirements for approved subcontractors.
12)	Can I work with other researchers (as Co-PIs) from other states (e.g., Universities, Colleges) on the grants?	No, our funds are not eligible for research.

Q#	Question	Answer
13)	Is it ok if one proposal covers more than one of the program areas? Example: (bikes and driver education) or (distracted driving and pedestrians).	Yes, one proposal may cover more than one program.
14)	Can you confirm the use of the term "DUI" in the RFP is specific to projects that target minors under the age of 21?	No. There are several places in the RFP where the term "DUI" is used. On pages 9 and 15 the reference is for projects that target minors – under the age of 21. On page 17, however, the reference to DUI, is not exclusively for minors – under the age of 21. Please refer to the RFP: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
15)	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?	Yes, TxDOT's Crash Records Information System (CRIS) database does include drug tests results.
16)	Please address the special needs population, specifically drivers with autism. We believe we align and qualify under Table 2.11 Driver Education and Behavior. Our organization provides training to law enforcement on the characteristics of autism and engagement strategies.	We encourage you to submit your proposal selecting the appropriate goals and strategies. It will be processed in accordance with our RFP and if approved for funding during negotiations the PM will discuss any modifications needed.
17)	The Problem Identification states that "Sufficient data must be provided to prove that the problem is significant and should be addressed (Supporting data must include CRIS data and/or FARS data...." The FARS and CRIS systems do not provide statistics regarding drivers with a disability such as autism. How should I proceed?	All proposals considered for funding must have sourced data to show overrepresentation of the problem identified. If there is none available, the project will not be able to be funded under the Traffic Safety Program.
18)	I'm noticing from your FY 2022 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. Would you please clarify what funds covered the three organizations that received funds for FY 2022?	A No Refusal Program can be funded as a stand-alone program. It cannot include enforcement, as that would fall under a STEP grant. The three organizations that received funding for No Refusal Programs in FY 2022 were funded with 405D funds. For more information on types of No Refusal Projects please refer to FY 2022 Texas Traffic Safety Highway Safety Plan (HSP) under Alcohol & Other Drug Countermeasures (page 56). https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html

Q#	Question	Answer
19)	Where can we learn more about the Safe Communities Coalitions? How do we support them?	For more information please refer to FY 2022 Texas Traffic Safety Highway Safety Plan (HSP) under Safe Communities Program Area (page 191). https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html
20)	Can you please explain about "proposals that duplicate existing projects will not be approved"?	This requirement has been removed from the RFP.
21)	Do all project deliverables need to be completed within the 12 months or is there room to extend longer?	Yes, all project activities and deliverables must be completed within the grant year.
22)	What type of projects would be eligible under the strategy for improving walkability and bikeability of roads and streets?	We have dedicated funds if you address one of the three topics in the Pedestrian/Bicycle Safety Section of the High Priority Needs section of the RFP https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
23)	Does the objective's end date need to match the last activity's end date?	Yes, the objective's end date needs to be at least the same as the last activity's end date if not later.
24)	It was mentioned that organizations need to have documented operating policies and procedures. Are there examples of this that you can point us to?	No, there are no examples to share but we do have documents posted on eGrants Help that may assist in creating policies and procedures compliant with 2 CFR 200 Codes.
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 FY 2023 Proposal include a virtual option?	If this is an option for your agency, you may include it in your proposal.
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)	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.
29)	Can funds from this grant be used to pay for portions of staff salaries?	Yes, portions of staff salaries can be paid with this funding.

Q#	Question	Answer
30)	I created an Objective page and a Budget Category page and need to delete; how can I do this?	You can delete most pages during the proposal process. Click the "Delete" button at the top of the page. **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.
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 under the Traffic Safety Program?	No, tuition is not an allowable expense.
33)	Are Delivery and Service fee for meals considered allowable expenditures?	No. Although delivery and service fees are becoming more common, they would be considered along the same lines as tips and gratuities and are unallowable.
34)	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.
35)	Can more than one person attend a conference? Is it only one conference per year (i.e., Lifesavers vs. Statewide Traffic Safety Conference)?	Yes. 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.
36)	Has the Traffic Safety Conference location been set for the FY 2023 year?	No.
37)	Should we submit the travel budget in eGrants by each trip? For example: Statewide Traffic Safety Conference - Total Travel Costs $2,000 Life Savers Conference - Out of State Travel Costs $4,000	Yes. Potential subgrantees must identify the number of trips planned, the destination for each trip, the number of travelers, and the estimated cost of each trip. All travel-related expenses must be reasonable, necessary, and directly related to the grant project. For out of state travel expenses to be reimbursable, if the grant is awarded, the subgrantee must have obtained the written approval of TxDOT, through the eGrants system, prior to the beginning of the trip. Grant approval does not satisfy this requirement.
38)	Is there a maximum cost per unit when purchasing child safety seats? Does this max include storage, shipping and distribution method(s)?	No, but there is an average estimate to be used of $65 per seat. Proposals should budget separately for shipping, distribution, and climate-controlled storage: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html

Q#	Question	Answer
	Do all seats need to be budgeted using the $65 flat rate or can we use lower rates i.e. $30 for booster seats?	If your organization plans to only purchase boosters, a lower price could be used for budgeting based on your estimated procurement cost.
	Will proposals be scored negatively if climate-controlled storage in not used, The RFP states it is "strongly encouraged"?	No. proposals will not be scored negatively if climate-controlled storage in not used, however, we strongly encourage your organization to take the necessary steps to protect the seats from hot and cold temperature conditions.
39)	Will materials purchased with grant funds be required to meet Buy America standards? What does Buy America mean?	Yes. Materials purchased with grant funds are required to meet Buy America standards. 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. 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
40)	What are the volunteer rates we can use for the proposal?	The approved Volunteer Match Rates per hour to be used in traffic safety proposals are as follows: $ 50 for CPS Instructor Technicians $ 25 for CPS Technicians $ 26.43 for all other volunteers Other volunteers include those assisting traffic safety programs for bike, occupant protection, safe communities, alcohol and other drugs, and other general traffic safety activities. This rate is based on the most recent (2020) State of Texas rate found on the Independent Sector website. The link to the independent sector site is: http://www.independentsector.org/volunteer_time The CPS Instructor Technician and Technician match rates have been previously used by the National Safe Kids organization and would be applied only if performing those specific functions. These rates can be used for planning purposes for submitting FY 2023 traffic safety proposals.
	Is a Law Enforcement Officer teaching or assisting "off duty" considered as "Other volunteers"?	Yes, they are considered "other volunteers". 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.

Q#	Question	Answer
41)	Does TxDOT have Match guidelines?	Yes. Please refer to the most current Match Guidelines document located on the eGrants Help page: https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html
42)	What is the minimum amount of match required for proposal submission?	All proposals must include a minimum of 20% local cost share (match).
43)	Do I have to list existing employees on match? Do all employees working in the project need to be listed with title and salary/fringe?	Yes, all employee positions working the grant need to be included for reimbursement or to be used as match. Yes, all employee positions working on the project need to be listed with title and salary/fringe as well as a brief description of the position's responsibilities.
44)	If we already have an established approved indirect cost rate that is less than 10%, do we still have to provide supporting source? 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?	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. If an agency has never had an approved indirect cost rate, no supporting documentation is required to claim the standard 10% indirect cost rate.
45)	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.
46)	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
47)	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.
48)	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://cts.tti.tamu.edu/2021-occupant-protection-survey-results/
49)	What is the step regarding organization compliance with Texas Administrative Code Title 43.	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

Q#	Question	Answer
	Was there an online link associated with that?	(relating to Internal Ethics and Compliance Program) prior to any grant execution. Please refer to page 5 of the RFP for full explanation: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
50)	What is considered reportable on the Single Audit Requirement noted on the Compliance Requirements page section, C.F.R. Part 200 Compliance? Other departments within our facility (which are totally separate) receive WIC type grants. Do they count as reportable?	All federal funds received by the organization must be included when evaluating for the single audit requirement. Yes, all federal funds received by the organization count as reportable.
51)	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.	No. Reviewers do not look at the Notes section in the scoring process. Do not use the Notes button in the original proposal submission to include information about your proposal. Any information that needs to be considered, needs to be in the proposal.
52)	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?	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.
53)	Can you please provide a list of approved projects, proposals, and budgets from previous years?	TxDOT posts the current years approved project list and current Highway Safety Plan on eGrantsHelp. Previous year approved projects are reported in the Annual Report also located on eGrantsHelp webpage: https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html
54)	I am looking for documents that outline a pre-award audit and other compliance items that may occur if awarded a grant for the first time.	Documents have been posted on eGrants Help in the Audit and Compliance Section to assist organizations to meet the compliance requirements.
55)	In the recently signed infrastructure bill- there is funding for 405h that I was planning to write a proposal on. Would you please provide guidance on how to do this with the goal areas in the eGrants system?	Please refer to page 17 of the RFP under Pedestrian/Bicycle Safety, numbers 1-3 which apply specifically to 405h funds. You may also refer to the training video that will walk you through how to build a proposal using the adequate goals and strategies in the eGrants System. You may find the video at: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
56)	Does the Authorized Agent (i.e. County Judge, Mayor, etc.) need to have an eGrants account or submit the Proposal?	No. The Authorized Agent (i.e. County Judge, Mayor, etc.) does not need to be an eGrants user or sign or submit the Proposal.
57)	Do proposals need to follow the strategies outlined in the RFP?	Yes. Proposals must comply with the targets and strategies as stated on page 20 of the RFP.

Q#	Question	Answer
58)	The RFP for the EMS section requires four hours of USDOT FHWA Traffic Incident Management Training. Does that mean we must conduct one 4-hour training of that class some time during the entire grant cycle? Is there a specific course number found on the www.FHWA.dot.gov website for the course that is required to ensure the correct course is offered?	No. Any proposal submitted to train, certify, and retain Emergency Medical Technicians in Rural/Frontier areas of the state must include 4 hours of USDOT FHWA Traffic Incident Management Training in each EMS Initial Certification Course. The FHWA web-based training course number is FHWA-NHI-133126A Traffic Incident Management Responder Training. However, this would only be used in the event of in-person restrictions like a pandemic or social distancing. The expectation and best practice would be in-person training of the National Traffic Incident Management (TIM) Responder Training Program. To obtain a qualified instructor, contact David McDonald or Nicole Tyler at the Texas Department of Transportation (TxDOT). Traffic Incident Management Train-the-Trainer courses are also available to become a qualified instructor. Contact David McDonald at David.mcdonald@txdot.gov or Nicole Tyler at nicole.tyler@txdot.gov.
59)	What is the file size limit for attachments?	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. It is recommended to scan attachments as black & white and low resolution. You can also split large attachments up into smaller attachments less than 4MB. Please note that you can add one attachment per page. Click the ADD button to create new attachment page to add more attachments