![Texas Department of Transportation logo]

TRAFFIC SAFETY PROGRAM REQUEST FOR PROPOSALS FY 2025 GENERAL GRANTS

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![Save a Life — Texas Department of Transportation logo]

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SECTION ONE
OVERVIEW

Texas Traffic Safety Program
FY 2025 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, fatalities, and serious injuries in Texas. Proposals submitted through this RFP will be reviewed for inclusion in the FY 2025 Annual Grant Application (AGA), which will be submitted to the National Highway Traffic Safety Administration (NHTSA) for approval and funding. The FY 2025 grant period is from October 1st, 2024 through September 30th, 2025.

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

Proposals for Selective Traffic Enforcement Program (STEP) grants are submitted under a separate process. More information 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 fourteen 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 AGA 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.
- Voluntary match guidelines can be found at eGrants help.

Internal Ethics and Compliance Required

Organizations/Agencies will be required to undergo an Internal Compliance Program review prior to grant execution. 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 2025 must be prepared to execute approved projects using the electronic signature process.

Unique Entity Identifier (UEI)

Entities doing business with the federal government will use a Unique Entity Identifier (UEI) created and registered in SAM.gov. There is a field in eGrants where the subgrantee will fill in their UEI number and the registration expiration date. Proof of registration from SAM.gov must be uploaded into eGrants as well. Registration in SAM.gov must be current for the UEI to be valid.

Pre-Award Audit

Organizations/Agencies may be required to undergo a Pre-Award Audit prior to grant execution.

Risk Assessment

We have incorporated a risk assessment module into eGrants in order to determine appropriate levels of monitoring of the project. It is a three-part module:

1. During the proposal process a questionnaire must be filled out by the subgrantee per proposal.
2. During the post-award grant delivery meeting, the TxDOT project manager will complete TxDOT's portion of the risk assessment per grant.
3. After grant closeout, the system will determine the level of risk based on grant performance during the grant year.

Grant Schedule

Organizations/Agencies may only apply for a one-year grant.

FY 2024 Grant Schedule		
Grant Year Type	**Start Date**	**End Date**
A one-year grant extends over a single federal fiscal year.	October 1, 2024	September 30, 2025

SECTION TWO
PROGRAM NEEDS

Program Areas

There are fourteen Traffic Safety Program Areas for potential consideration for funding:

01   Planning and Administration (PA)

02   Alcohol and other Drug Countermeasures (AL)

03   Emergency Medical Services (EM)

04   Motorcycle Safety (MC)

05   Occupant Protection (OP)

06   Pedestrian and Bicycle Safety (PS)

07   Police Traffic Services (PT)

08   Speed Control (SC)

09   Traffic Records (TR)

10   Driver Education and Behavior (DE)

11   Railroad / Highway Crossing (RH)

12   Roadway Safety (RS)

13   Safe Communities (SC)

14   School Bus Safety (SB)

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 2025 targets and strategies for each Traffic Safety Program Area:

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

Table 2.2: Planning and Administration – 01	
Targets	**Strategies**
To provide effective and efficient management of the Texas Traffic Safety Program.	Conduct Public Participation and Engagement (PPE) within affected communities.
	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.

Table 2.3: Alcohol and Other Drug Countermeasures – 02	
Targets	**Strategies**
To reduce the number of alcohol impaired and driving under the influence of alcohol and other drug-related crashes, fatalities, and serious injuries. To reduce the number of DUI-related crashes where the driver is under age 21.	Increase and sustain high visibility enforcement of DWI laws. Improve BAC testing and reporting to the State's crash records information system. Improve anti-DWI public information and education campaigns including appropriate bilingual campaigns. Increase the number of law enforcement task forces and coordinated enforcement campaigns. Increase training for anti-DWI advocates. Increase intervention efforts. Improve and increase training for law enforcement officers. Improve DWI processing procedures. Improve adjudication and processing of DWI cases through improved training for judges, administrative license revocation judges, prosecutors, and probation officers. Increase the use of warrants for mandatory blood draws. Educate the public and stakeholders on the use of interlock devices and other alcohol monitoring technologies for DWI offenders. Improve education programs on alcohol and driving for youth. Increase enforcement of driving under the influence of alcohol by minor laws. Increase public education and information, concentrating on youth ages 5-13 and 14-20, including parent education on drinking and driving.

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.	To increase the availability of EMS Training in rural and frontier areas. Increase EMS involvement in local community safety efforts.

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

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

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

Table 2.7: Pedestrian and Bicycle Safety – 06	
Targets	**Strategies**
To reduce the number of motor vehicle-related pedestrian and bicyclist fatalities and serious injuries.	Increase public information and education on motorists' responsibilities pertaining to pedestrian and bicycle safety.
	Increase public information and education efforts on state laws applicable to pedestrian and bicycle safety.
	Improve data collection on pedestrian/bicyclist fatalities and serious injuries.
	Improve identification of problem areas for pedestrians/bicyclists.

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

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

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

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

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

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

Table 2.14: Safe Communities -13	
Targets	**Strategies**
To establish integrated community traffic safety programs to prevent traffic-related fatalities and serious injuries.	Support the establishment and growth of Safe Communities Coalitions. 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.

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

Federal Funding

The Texas Traffic Safety Program is funded with federal funds allocated from the Bipartisan Infrastructure Law (BIL) with Section 402 - State and Community Highway Safety Programs and Section 405 - National Priority Safety Programs (i.e., Occupant Protection, State Traffic Safety Information System Improvements, Impaired Driving Countermeasures, Motorcyclist Safety, and Nonmotorized {Ped/Bike} Safety, among others).

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.

Planning and Administration

Proposals are being accepted for a statewide Public Participation and Engagement (PP&E) project to identify communities based on data, equity index and/or any other available data to develop, implement, monitor, and manage projects designed to reduce fatalities and injuries on Texas roadways.

This project would seek and facilitate diverse, equitable and inclusive engagement and partnering opportunities with affected communities throughout the State. Objectives would include development and implementation of projects and initiatives to better serve and gain understanding of communities which are underserved and overrepresented in roadway fatalities. Outcomes expected would include obtaining feedback from affected communities on how to better serve them and improve our Traffic Safety Program.

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.

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. This proposal is strictly for SFST courses and no other program elements will be permitted.

   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.

3) Proposals are being accepted to conduct Drug Recognition Expert (DRE) basic or initial training courses, recertification training courses and instructor training courses for Texas Peace Officers statewide. This proposal is strictly for DRE courses and no other program elements will be permitted.

   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 DRE courses.

4) Proposals are being accepted to conduct Advanced Roadside Impaired Driving Education (ARIDE) training courses. This proposal is strictly for ARIDE courses and no other program elements will be permitted.

   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 ARIDE courses.

Distracted Driving

Proposals are being accepted for projects that raise awareness of the dangers of distracted driving. The effort must be performed using non -paid-media methods for the delivery of the messages.

Emergency Medical Services

Proposals are being accepted to train, certify, and retain Emergency Medical Technicians in Rural/Frontier areas of the state. Proposals must include 4 hours of USDOT FHWA Traffic Incident Management Training.

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

Proposals are being accepted for the following:

1) To purchase and distribute child passenger safety seats to low-income families through distribution programs and seat check-up events.

2) To conduct Child Passenger Safety Certification Trainings throughout the state.

3) To develop and implement a Statewide Child Passenger Safety Technician/ Instructor (CPST/CPSTI) retention program to assist with the recertification process in areas with limited resources (i.e., offer trainings to earn CEU's, teaching hours for Instructors, assist with car seat check sign offs, etc.).

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.

    a. Proposals are being accepted for training law enforcement on state laws applicable to pedestrian and bicycle safety.

    b. Proposals are being accepted for enforcement mobilizations and campaigns designed to enforce state laws applicable to pedestrian and bicycle safety.

    c. 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.

1.) Proposals are being accepted for projects that focus on a comprehensive approach to address vulnerable road user safety. The effort must be performed using non-paid-media methods for the delivery of the messages.

2.) Proposals are being accepted for public education and awareness projects that are designed to inform the public on how to understand and effectively use pedestrian and bicycle traffic signs, signals, and street markings.

3.) Proposals are being accepted for projects that will provide bicycle rodeos and education on proper helmet fitting and use for bicyclists.

School Bus:

Proposals are being accepted to/for:

1. Conduct training for school bus drivers and transportation personnel on safe operating procedures.
2. Student management during transportation.

Speed Control

Proposals are being accepted for projects that focus on a comprehensive approach to address the dangers of driving at over the speed limit, failure to control speed and driving to the conditions of the road. The effort must be performed using non-paid-media methods for the delivery of the messages.

Traffic Records

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

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 to assess statewide driver attitude and awareness of traffic safety programs.

3) 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

Texas Traffic Safety Program
FY 2025 Request for Proposals – General Grants

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	11/10/2023
Proposal Submission Training for General/STEP Grants	11/15/2023
Deadline for Proposal Questions	11/29/2023 Noon
Proposal Q&A Posted	12/04/2023
Deadline for Proposal Submission	01/04/2024
Negotiations	
Proposal Negotiations Begin	03/20/2024
Proposal Negotiations Completed	04/10/2024
Funding Approval	
Funding List and Minute Order Developed	05/01/2024
Funding Approved by Transportation Commission	05/30/2024
Annual Grant Application (AGA)	
AGA Development	06/15/2024
AGA Submitted to NHTSA	07/01/2024
AGA Approved and Published	09/30/2024
Award Grants	
Grants Awarded, Executed and Activated in eGrants	10/01/2024

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 StateHighway Safety Offices" provides a guide to selecting effective, science-based traffic countermeasures for major highway safety problem areas.

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, Nov. 15, 2023 – 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) on Wednesday, November 29, 2023 @ Noon. Email subject lines must begin "RFP Question:" followed by a specific topic.

- A Q&A document will be posted by Monday, December 4th, 2023, at: https://www.txdot.gov/apps/egrants/eGrantsHelp/rfp.html

- Telephone inquiries regarding the development of proposals are not accepted.

Submission

- Proposals <u>must</u> 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 4th, 2024. At that time, the system will close and proposals will no longer be able to be submitted. 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 an authorized representative of the organization/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 their plan for securing permission from Superintendents to conduct the project in their schools as well as 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.

- 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 $90 each)

  ➢ Proposals are strongly encouraged to include climate-controlled storage.

  ➢ Proposals must include shipping and distribution method(s).

- Failure to follow the above requirements will disqualify a proposal from the scoring process.

SECTION FOUR
GENERAL GRANTS

Eligibility

Organizations/Agencies eligible for General Traffic Safety grants include state and local governments, educational institutions, and non-profit organizations.

Project Plan

The Project Plan consists of the Problem Identification, Problem Solution and Project Evaluation.

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, serious 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 2022 CRIS data and/or 2021 FARS data or more current data from other sources. Data that is older 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.

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) at http://www.txdot.gov/inside-txdot/forms-%20publications/drivers-vehicles/publications/annual-summary.html
- State or local surveys or assessments, i.e., Texas A&M Transportation Institute Statewide Survey of Seat Belt Use

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.

Project 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/agency 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 and 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.

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.

Strategic Operational Plan

The resources provided for the Texas Highway Safety Program are limited and thus must be expended and deployed strategically to maximize their benefit to the effort to reduce crashes and save lives on Texas roadways.

TxDOT uses fatal and suspected serious injury crash data to develop high-priority jurisdictions for program deployment. Each high-priority list will include approximately 130-150 jurisdictions.

Unless specifically exempted, all proposals submitted under this RFP will be required to include in their proposal an objective for developing a data-driven strategic operational plan. TxDOT will provide the data and a list of high-priority jurisdictions to be used as the basis for the proposal's strategic plan on or around October 1st or the first day of the project grant year.

The purpose of the strategic plan is to direct the deployment of the proposed project's resources with strong preference given to high-priority jurisdictions (identified through crash or other data as entire counties or broken up as cities and unincorporated sections of counties). While subgrantees may occasionally deploy resources in jurisdictions not identified as high-priority, TxDOT expects subgrantees to document multiple attempts to deploy resources in each high-priority jurisdiction provided by TxDOT before moving on to lower-priority jurisdictions.

Documentation must include who was contacted, that contact's role in the high-priority jurisdiction, the method of contact, and the response, if any, from that contact.

Objectives for strategic plans should be written as follows:

> To Develop 1 Strategic Operational Plan

Activities:

1. Receive high-priority jurisdiction list from TxDOT and begin developing operational plan (October 31)
2. Submit strategic operational plan to TxDOT for approval (November 30)
3. Document contacting each high-priority jurisdiction at least once and begin scheduling (December 31)

Each plan should address the following **elements:**

1. A detailed description of each resource provided by the project.
2. A detailed plan to document offering project resources to each high-priority jurisdiction based on guidance above.
3. The list of high-priority agencies provided by TxDOT.

To help guide subgrantees as they develop their proposal, the FY2024 high-priority jurisdictions are available at https://texastrcc.org/fy-2024-grant-project-strategic-planning-data/. The list will be updated with FY 2025 data before the beginning of the fiscal year. Projects attempting to provide resources to multiple program areas will be required to address the priority agencies for each program area indicated in the proposal's Strategies section.

Exemptions:

1. Projects funded with 405C (Traffic Records) funds.

2. Projects that serve only one county

3. Projects which conduct surveys

SECTION FIVE
GENERAL GRANT BUDGETS

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.

Indirect Costs

TxDOT will not disperse Federal funds to pay an indirect cost rate to a proposing organization/agency without an unexpired, negotiated rate recognized by the cognizant agency, nor allow an expired rate to be used as part of the organization/agency's match amount. Claiming reimbursement or using indirect costs as match is not a mandatory component of a proposal. Proposing organizations/agencies have the option to not include indirect costs as part of their proposal.

A proposing organization/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 organization/agency may include an indirect cost rate of 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://www.cfo.gov/assets/files/2CFR-FrequentlyAskedQuestions_2021050321.pdf

An entity may choose to use less than the 10% De Minimis rate but said rate must be approved by TxDOT during the modification process.

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 https://www.ecfr.gov/current/title-2/subtitle- A/chapter-II/part-200/appendix-Appendix%20VII%20to%20Part%20200

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. Fully executed subcontracts must be uploaded into eGrants and approved 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 is 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.

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
- Organization/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

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 – i.e., alcohol, occupant protection, motorcycle, etc.
  - Crash data – needs are based on properly-sourced crash data
  - Project grading – based on prior performance

Annual Grant Application (AGA)

The AGA is developed by TRF-BTS based on the proposals recommended for funding. Funding is approved by the Texas Transportation Commission. Upon Commission approval, the AGA is submitted to NHTSA for review, comment, and final approval. The AGA 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

Texas Traffic Safety Program
FY 2025 Request for Proposals – General Grants

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.