

**FY2013 Traffic Safety Request for Proposals Questions and Answers**

#	Question	Answer
1	What is the preferred format (eg., narrative, listing individual components—1,2,3, etc.) for operating policies and procedures?	The minimum requirements to be included in an agency's STEP operating policies and procedures are found on page 30 of the RFP. TxDOT would like these policies and procedures to be consistent with your department's established procedures and to adhere to the same approval/ratification process. They should be officially approved by signature, directive or order.
2	Can you provide an example of a department's operating policies & procedures?	As each department has different methodologies, procedures and approval processes for operating police services, we are requesting each department to develop and approve its own STEP policies and procedures, to include the minimum requirements found on page 30 of the RFP.
3	What is the STEP Program definition of indirect cost?	Indirect costs are those costs that cannot be charged directly to a grant. To include indirect costs in a proposal, your agency must have an approved indirect cost rate. Indirect costs are those costs that are identified in your agency's/city's/county's indirect cost rate. Indirect costs are an eligible expense and are also a great source of match.
4	What are examples of indirect costs under the STEP Program?	Costs that cannot be charged directly to the STEP grant, such as facilities and administration costs. However, an agency or organization must have an approved rate in order to charge indirect charge or use as match.

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5	<p>With regards to DWI arrest data for the baseline measures, are we to include arrests done by our department only or all arrests within our jurisdiction?</p>	<p>We are looking for the arrests made by your department (not including STEP arrests made during the baseline year). These arrests would be the baseline arrests used in your department's grant, if awarded.</p>
6	<p>Every year around the Christmas Holidays, we're offered from TXDOT to apply to the IDM (Christmas, Spring Break, 4th of July, &amp; Labor Day) is that the same as the DWI Waves under the RFP that are due Feb. 24th?</p>	<p>No, DWI STEP Waves would target up to 6 specified periods during the year. A proposal must be submitted for one of these grants.</p> <p>The Impaired Driving Mobilization (IDM) grants are offered separately from this RFP process and will target 4 time periods. IDMs will be offered based on the percent of alcohol related crashes/fatalities across the geographic areas of Texas.</p> <p>DWI STEP Waves, as all proposals, are due February 17<sup>th</sup>.</p>
7	<p>What are the acceptable hourly pay rates for the following groups of people who participate in a program:</p> <ul style="list-style-type: none"> <li>-Attorneys</li> <li>-Municipal Court Judges</li> <li>-Phlebotomists</li> </ul>	<p>The rates depend on the activities performed by these individuals when participating in a program. If, for example, an attorney provides legal services during the program, then his/her pay rate can be used. However, if the attorney is not providing legal services, but providing some other type of service, then rates consistent with that service must be used.</p>
8	<p>If we submit surveys for certain areas to do speed enforcement, are we limited to just work the speed enforcement where we got the surveys only? In other words, what if we identify areas later during the grant period we want to do speed enforcement but we didn't list them in the initial proposal, can we still</p>	<p>STEP agencies must only work the speed enforcement sites that are identified in the grant's Operational Plan. However, the Operational Plan can be amended throughout the grant year by submitting a Supplemental Request in eGrants. (Supplemental Requests can be accessed in eGrants</p>

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	give out tickets in the new areas and count them in our Comprehensive Speed Enforcement?	once a grant is fully executed).
9	The High Priority Program Needs (Page 21) under the Occupant Protection program area states that "TxDOT is seeking to execute a one year project to purchase and distribute car seats to low income families." Can you clarify if you are 1) Looking to fund a single project for the full \$350,000 and 2) Considering projects that include a component of seat distribution to low-income families but are not a sole distribution grant?	The RFP, on page 21, does not specify whether or not TxDOT is looking for a statewide project. Therefore, one or multiple agencies can apply. However, the requirements listed in the RFP must be followed for any project submitted for these funds.  A proposal could be submitted that includes seat distribution as a component.
10	We are wondering if the cost of manuals would be considered cost share if we provide an eReader instead of printing a paper publication. Students would be given a thumb drive to access the information after the training delivery. Can we count the difference between a printed manual and a thumb drive as match?	No, all costs, including match, must be actual costs incurred and properly documented.
11	In the training last week you spoke of a Indirect Cost number or form. I have checked with various parts of my city and no one knows what I'm talking about. Could you tell me how or where I need to go to get one?	We were referring to an approved indirect cost rate. Check with your agency's finance office. Either the agency has an approved indirect cost rate or it does not. If the agency does not have an approved indirect cost rate, then indirect costs cannot be included in the proposal.
12	I am trying to determine the rate of match for our general programs and I have reviewed the Traffic Safety Program Request for Proposals FY 2013, however I cannot seem to locate	Please see pages 4 and 5 of the RFP.  Years 1 – 3 of a project require a minimum of 10% match. Year 4; a minimum of 35% match and years 5 or

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	<p>this information.</p> <p>Can you please outline that for me? Can you tell me if the match rate is different on an alcohol program RFP?</p>	<p>beyond, a minimum 50% match.</p> <p>Alcohol projects may require a different match rate. Please see page 21 of the RFP for specific project information.</p>
13	<p>To clarify, if an organization skipped a year (FY2012) and is applying for FY2013, does that organization count the prior years or can we select "this is our first year" option?</p>	<p>All projects that started in FY2008 were designated as year one of the project. Therefore, count the prior years since FY2008 that your agency had a grant. For example, if your agency had a grant in FY2008, FY2009, FY2010 and FY2011 and skipped FY2012, then the project (for FY2013) would be in the fifth year. See <i>Grant Year versus Project Year</i> on page 6 of the RFP.</p>
14	<p>Can I please have a copy of pre-activation and post-activation TTI survey results?</p>	<p>The TTI survey results for 2011 can be found at:  <a href="http://tti.tamu.edu/group/cts/stats/">http://tti.tamu.edu/group/cts/stats/</a></p>
15	<p>Can enforcement be carried out on any road the law enforcement agency chooses as long as its in the original application?</p>	<p>Yes. See # 8</p>
16	<p>We would like to have training for Supervisors expected to work enforcement / administrative. We would like to go over what is expected of them. Can funding for this come from the grant? We anticipate a 2-3hr training session.</p>	<p>This training activity could be proposed, provided the training occurs while officers are in overtime status (to prevent possible supplanting issues) and that the time is reflected in C. <i>Administrative Duties</i> section of the <i>Salaries and Fringe Benefits Page</i>.</p>
17	<p>Are the references utilized in the program identification or program solution sections acceptable supportive documents to attach through eGrants? Or are the references something we need to include as part of the 5000 characters?</p>	<p>All relevant data is an important component in creating a strong problem identification. The data source and date of the data should always be cited and all data references i.e., studies, papers, charts, graphs, etc. could be attached (in the attachment page of your</p>

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		proposal).
18	When we are citing our sources, can we put the citations in an attachment so that they do not count against the 5000 character limit? If we do put them in an attachment, will we scored the same as if they were in the main body?	Yes, see #17 above.
19	In looking for recent national child passenger safety and car seat recommendations, some of the “new” and most recent data reported on is older than 2010. In the publication recommended by TxDOT as a source, Countermeasures That Work, A Highway Safety Countermeasure Guide for State Highway Safety Offices, also utilizes 2008 and 2009 data and older.  Are we allowed to utilize data older than 2010, to reference national child passenger safety recommendations and data related to these recommendations?	No. Data older than FY2010 is not acceptable. This is stated In your proposal, on the “Problem Identification and Solution” page in eGrants.
20	As I heard on the Web-Ex on Friday, it is allowed to use baseline data from either the calendar year or fiscal year, as long as the data is no older than 2010. I just want to confirm what I believe I heard.	Yes, data from a twelve month period is required and can be no older than 2010.
21	We have just purchased new equipment that will be used during our enforcement efforts on both of the proposed grants. We are seeking guidance on a formula as how to determine the amount that we may claim as match for the equipment. (Our recommendation is).  Cost of Equipment / Live Expectancy / Percent of Time used in Program /	Provided documentation is retained to substantiate all related expenses, as well as the percent of time used for the STEP program, this formula appears to provide a reasonable matching percentage. All match documentation must be auditable.

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	<p>Length of Use in the Program / # Units used</p> <p>Example: <math>\\$3,000 \div 7 \text{ yrs} \times 15\% \times 12 \text{ months} \times \# \text{ of units used}</math></p> <p><math>\\$3,000 \div 7 = \\$428.57 \times 15\% = 64.29 \times 12 = \\$771.43 \times 35 = \\$27,000</math></p> <p>Match Amount = \$27,000</p>	
22	<p>Is it too late to get set up so I can do a proposal for CVE grant? I'd like to investigate that if possible.</p>	<p>No, please contact <a href="mailto:TRF_eGrantshelp@txdot.gov">TRF_eGrantshelp@txdot.gov</a> to request to initiate an additional proposal (for CMV) if you have applied for either a STEP Wave or STEP Yearlong grant for FY2013.</p>
23	<p>We would like to use the money we're spending on blood ETOH analysis for match. Is this allowed? If so, under what category would I report that?</p>	<p>Yes, this appears to be an allowable match expense. If this analysis is not being conducted by a contracted agency, then the costs should be reported on budget category 700 – "Other Miscellaneous".</p>
24	<p>I also want to verify my understanding that the same match requirements apply to both STEP and General Grants: 10% for the first three years, 35% for the fourth year, and 50% for the fifth and every subsequent year</p>	<p>Yes, that is correct</p>
25	<p>Each "Goal" contains several "Strategies". Are these strategies cumulative or can they be distinct? For example, Goal 12 "Roadway Safety Program Area" contains the strategy of "Improve highway design and engineering through training." Can we "pick &amp; choose" the appropriate strategies or must all of them be accomplished to qualify for funding?</p>	<p>Yes, you pick and choose those strategies (must choose at least one) that will be implemented in the "Problem Solution" section of your proposal.</p>

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26	Must SFST training be statewide to qualify for funding or can we receive an award to perform this activity only in our region?	Page 21 of the RFP refers to a statewide project
27	The RFP states that \$20,000 per agency is the maximum available for a STEP Wave. Does this mean \$20,000 per jurisdiction or per application? We are looking at submitting a regional STEP Wave DWI-only for our region. Is the entire region capped at \$20,000 or is that the cap for each local department that participates?	STEP Waves are limited to a maximum reimbursement amount of \$20,000 per agency. The agency that submits the proposal will be the contracting agency with TxDOT and will be limited to \$20,000. Therefore, the number of Wave periods proposed should be considered, depending on the number of departments participating in the regional DWI Wave.
28	I want to verify that surveys are not required for a DWI-only STEP Wave. It states that pretty clearly, but I've been asked to be certain.	Compliance surveys are necessary only for STEP proposals that address occupant protection and speed elements.
29	What does DMA, KAP, CIOT, and IDM stand for?	Click It or Ticket (CIOT), Impaired Driving Mobilization (IDM), Designated Market Area (DMA), KAB – K=Fatal Injury, A=Incapacitating Injury, B=Non-Incapacitating Injury.
30	<p>From Jan 11-Sept 11, an agency had an in-house traffic enforcement detail that was conducted on overtime. During those nine months, the officers that worked the detail wrote approximately 30% of the Department's citations, about 600 citations a month. Since that agency doesn't have the detail anymore, they are concerned that it is going to skew their baseline numbers for speeding citations. They are applying for a FY2013 STEP grant.</p> <p>So the question is, should/can that agency disregard those extra detail</p>	<p>Baseline information serves as a foundation for subgrantees to measure pre-grant traffic enforcement activity. Once this baseline activity is established, these figures will be used to compare subsequent year's local and grant traffic enforcement activity.</p> <p>Therefore, it is our opinion that the overtime citations written during the overtime detail (that no longer exists) should <u>not</u> be included in the baseline numbers.</p>

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	citations since they were done on an overtime detail, which will give a more realistic baseline?	
31	Is a laptop to be purchased for a new employee or existing employee working on the grant project an allowable expense?	Yes, a laptop computer can be an allowable expense. Your proposal should reflect that the purchase is an integral component necessary to carry out the objectives outlined in your proposal.
32	Can a grant pay travel expenses for non-staff, such as a committee composed of community members engaged in the grant project, to travel to attend a training or meeting related to the grant project?	Yes. Non-grant staff proposed travel should be submitted under Budget Category 700 – “ <i>Other Miscellaneous</i> ”.  These costs should <u>not</u> be submitted under Budget Category 300 which is travel for grant staff only.
33	What are the special circumstances for which a grant will pay for radio time? Our organization would like to run an enforcement-related underage DUI ad campaign that requires targeted media purchases in order to reach the target audience. Would this be allowable?	No, these costs are not allowable.  Only advertising agency vendors (separately procured by TxDOT) can purchase paid media with our grant funding.
34	I am working on the year long TxDot DWI grant it has been a long time since we have participated. Can you tell me if this would be considered our first year?	See Question 13.
35	Concerning funding the Driver Education Program at a school - the driver education program is student fee-based - could the grant proposal be submitted to replace a fee that is charged to students?	No. Our grant funds cannot be used to replace a fee that is charged to students, regardless of the source of the fee. We would consider this a supplanting issue – using federal funds to support personnel or an activity that is already supported by local or state funds.
36	We would like to apply for this	If the program currently exists, then no,

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	<p>opportunity to provide drivers education in our high schools after school hours. If this is allowable, do we select goals under the, Driver Education and Behavior, goals and strategies? We would like to address the distracted driving due to texting while driving with our high school students.</p>	<p>this would not be allowable. (See # 35 above).</p> <p>However, a new program could be proposed and grant funds could pay for individuals provided the proposal addresses the specific needs of individuals to attend. Specific needs must be established by the schools that include certain criteria, such as families/individuals declared economically disadvantaged or otherwise unable to afford the program.</p> <p>A distracted driver program would be a possible proposal idea. The Driver Education and Behavior goals and strategies would be selected.</p>
37	<p>What types of documents are sufficient to explain costs on the budget? If these documents are submitted as an attachment, will they be reviewed in determining your score?</p>	<p>The proposal budget makes up a large percentage of the score and will be evaluated closely. Therefore, all documents that can provide justification for these costs should be attached and will be considered during scoring.</p>
38	<p>Is there a minimum number of points to get your grant approved?</p>	<p>No, the RFP states that the cutoff score is 35; however, proposals will be competitive scored against other proposals according to funding source.</p>
39	<p>Social media (Tweets, Facebook postings) is a marketing tool for our program. Is there a rate for match IF it can be counted?</p>	<p>We are not aware of any values that have been established for these types of marketing tools. However, if the values can be documented, we would review the documentation during proposal scoring to see if it could be used as match.</p>
40	<p>If a proposal can fall into two program areas: alcohol and police services, can</p>	<p>For STEP grants, only one proposal can be submitted. For a general</p>

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	the same proposal be submitted for each area, or should only one proposal be submitted?	proposal, one proposal may be submitted for each area or separate proposals may be submitted to address each area. It is up to the proposing agency to decide.
41	Are preapproval costs allowable? It sounds like we will be notified in late June whether we have been selected...at this point, can we start to expend in order to fully implement the project by October 1?	No, the Texas Traffic Safety Program does not allow preapproval costs. All costs cannot be incurred until a fully executed grant agreement is in effect.
42	Can an organization submit more than one general traffic safety proposal?  Is there a limit to the number of proposal that may be submitted by an organization?	Yes, an organization may submit as many general (non-STEP) proposals that it wishes.
43	The letters KAB are mentioned several times. What does this stand for? Program areas say Alcohol and other Drug Countermeasures. Is this grant for Alcohol only, or can it include alcohol and drugs too?	KAB – K=Fatal Injury, A=Incapacitating Injury, B=Non-Incapacitating Injury.  In most cases alcohol proposals can include other drug countermeasures as well.
44	Can you define changing the scope of a program? We have a local program that will be going statewide FY13. The program will be changing in its objectives, goals, focus areas, and target groups. How do we know whether to select First Year or Sixth Year?	If changing the scope of the project includes new goals, objectives, focus areas and target groups, then this may be a new proposal. However, by proposing this project statewide, you risk a chance that it won't be funded and will also lose the local program. You might want to entertain submitting separate proposals, one for local and one for statewide.
45	If a subgrantee is proposing a Safe Communities grant for the 6th year but decides to change his scope of work to include other counties, would that be	The Subgrantee would be in the 6 <sup>th</sup> year of the project. Changing the scope of work, just to include other counties, would not make the project a new

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	considered a 1st year grant or 6th year grant?	<p>project.</p> <p>However, If you don't plan to work in the original county, or counties, then that would be considered a new project and would be counted as year 1.</p>
46	I understand that an agency cannot submit for a STEP Wave and Year Long STEP is that correct?	Yes, an agency can only apply for a STEP Yearlong grant, or a STEP Wave grant, but not both.
47	Does an agency by Tx DOT rules have a max that can be requested.	<p>Yes, see pages 28 and 29 of the RFP for maximum funding amounts for STEP Yearlong proposals and STEP Wave proposals.</p> <p>Maximum limits have not been established for General proposals.</p>
48	A potential subgrantee should use the average overtime rate for salaries. There are some agencies that use their highest paid officer's overtime rate for budgetary purposes. Is that still acceptable?	TxDOT recommends using the average overtime salary to assist in building a realistic budget for salaries. By using the highest paid salaries, the Subgrantee may have issues with grant underruns throughout the course of the program year.
49	Value of interviews  Does the value matter if you are in small city or large city. The impact is different or is the value the same statewide?	The value of interviews is not the same statewide. These values will be based on local market rates. The media outlet conducting the interviews should be able to provide a value for the market area.
50	What all must be completed before Feb 3rd deadline? Everything we have gone through or that was the whole grant process.	The February 3 <sup>rd</sup> deadline is the deadline to receive written questions regarding the FY2013 Request for Proposals. The deadline for submitting proposals is 5:00 C.S.T. February 17, 2012.