



TRAFFIC SAFETY PROGRAM REQUEST FOR PROPOSALS FY 2013



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SECTION ONE
OVERVIEW

Purpose

In accordance with 43 TAC §25.901, et seq., the Texas Department of Transportation (TxDOT) is requesting project proposals to support the goals and strategies of a traffic safety program to reduce the number of motor vehicle related crashes, injuries and fatalities in Texas. These goals and strategies form the basis for the Fiscal Year 2013 (FY 2013) Highway Safety Performance Plan (HSPP).

Each year, TxDOT requests proposals for Texas HSPP projects. The Request for Proposals (RFP) goes out to state and local governments, educational institutions, and non-profit organizations. Projects begin the following fiscal year (October 1).

Traffic Safety Funding

Authority and Responsibility

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). Traffic Safety is an integral part of TxDOT and works through the department's 25 districts for local projects. The program is administered at the state level by the department's Traffic Operations Division. The executive director of the department is the designated Governor's Highway Safety Representative.

Grant Types & Eligibility

STEP Grants

Selective Traffic Enforcement Program (STEP) projects pay for overtime activities by law enforcement to reduce the incidence of speeding, driving while intoxicated, failure to use occupant restraint systems, and intersection traffic control violations.

Only state and local law enforcement agencies are eligible for STEP grants.

General Traffic Safety Grants

General Traffic Safety Grants are non-enforcement projects which address any of the 14 highway safety program areas.

Organizations eligible for General traffic safety grants include state and local governments, educational institutions, and non-profit organizations.

Funding Constraints

- Proposals selected for inclusion in the HSPP 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. All information resource-related activities will be subject to TxDOT information resource procurement procedures.
- Federal and state grant funds cannot be used for lobbying.
- "Supplanting" (use of federal funds to support personnel or an activity that is already supported by local or state funds) is prohibited.

Matching Funds

- All proposals must include a minimum of 10% local cost share (match) in the first three years of a project.
- Proposals that include a fourth year or a fifth year of a project must contain 35% local cost share (match) for the fourth year and 50% local cost share (match) for the fifth year or subsequent years.

- Proposing agencies and organizations points during proposal scoring are based on the amount of match provided.
- If an agency or organization had a grant in FY 2008, FY 2009, FY 2010, FY 2011 and/or FY 2012 for the same project being proposed, then the FY 2008, FY 2009, FY 2010, FY 2011 and FY 2012 count in the number of years of the budget for the proposal.

Amount of Federal Funds Requested and Local Match

Indicate the amount of federal funds requested and the local match. Because federal funds are authorized on a fiscal year basis only, payment of costs incurred under traffic safety grants or contracts is contingent upon the availability of funds. Match for the grant must be equal to or greater in proportion than the match percentage offered in the proposal.

Note: For specific information on the funding for STEP grants, please refer to the *Proposal Guidelines for STEP Grants* in *Section Four*.

Note: For specific information on the funding for General grants, please refer to *Proposal Guidelines for General Grants* in *Section Five*.

Data Universal Numbering System (DUNS) Compliance

The Data Universal Numbering System (DUNS) is a unique nine-digit number recognized as the universal standard for identifying and tracking businesses worldwide. The Federal Spending Transparency Directive and the previous Federal Funding Accountability and Transparency Act (FFATA) requires grantees and sub-grantees to have a DUNS number. Most agencies and organizations have DUNS numbers established, please check with your accounting staff. To obtain a DUNS number, applicants should go to the Dun and Bradstreet website at: <http://fedgov.dnb.com/webform>.

NOTE: A DUNS number is required with a proposal submission. Proposals without DUNS numbers will be not be accepted or considered.

Pre-Award Audit

Eligible, non-governmental organizations are subject to a pre-award audit prior to any grant execution.

Grant Year versus Project Year

Grant Year

Agencies may only apply for a 1-year grant. Due to the uncertainty of federal funding at this time, the option of applying for a 3-year grant is not available under this RFP.

The following table outlines grant type and number of years being solicited for FY 2013:

Grant Year Type	Start Date	End Date
1-year Grant	October 1, 2012	September 30, 2013
<ul style="list-style-type: none"> A 1-year grant extends over a single fiscal year (Grant Year 1). 		

- We are only allowing 1-year grants for FY 2013.
- If an agency or organization was approved and executed a 3-year grant for FY 2011 – FY 2013, they do not need to submit a proposal for that project in FY 2013.

Project Year

The Project Year designates how long the project has been continued; if working on same project.

- All projects that started in FY 2008 were designated as year one of the project period. In FY 2013 these grants will be in year six of the project period.
- Three year grants that were executed for FY 2011 – FY 2013 will be in the 3rd year of the grant period during FY 2013.
- If an agency or organization had a 1-year grant that started in FY 2011 and another 1-year grant in FY 2012, then FY 2013 will be the third year for the project.

Section Two
PROGRAM NEEDS

Program Area Overview

There are fourteen Traffic Safety program areas under which proposals may be submitted for funding consideration. The Traffic Safety program areas are divided into three categories: Core, Supplemental, and Support.

The following table outlines the related definition and targeted funding percentage for each category:

Program Areas	Category	Description	Targeted Funding
<ul style="list-style-type: none"> • Alcohol and Other Drug Countermeasures • Motorcycle Safety • Occupant Protection • Police Traffic Services • Speed Control 	Core	The Core Program Areas are the priority focus of the program because they have the greatest potential to reduce the number of motor vehicle crashes, injuries and fatalities	The Core Program Areas will receive approximately 70 percent of available non-federally earmarked funds (402 funds)
<ul style="list-style-type: none"> • Emergency Medical Services • Pedestrian and Bicycle Safety • Railroad / Highway Crossing • Roadway Safety • Safe Communities • School Bus 	Supplemental	The Supplemental Program Areas provide additional opportunities to reduce the number of motor vehicle crashes, injuries and fatalities	These programs receive approximately 11 percent of available non-federally earmarked funds (402 funds)
<ul style="list-style-type: none"> • Planning and Administration • Traffic Records • Driver Education and Behavior 	Support	The Support Program Areas provide a multiplier effect by increasing the value and effect of the efforts expended in both the Core and Supplemental Areas	These programs receive approximately 19 percent of available non-federally earmarked funds (402 funds)

FY 2013 Performance Measures

Respondents are encouraged to review the **Strategies** before preparing their proposal. Proposals must select at least one of the **Strategies** and address how the strategy will be implemented in the Problem Solution section in order to receive consideration for funding.

Note: *Performance Measures* which include a National Highway Traffic Safety Administration (NHTSA) number are the National Traffic Safety Performance Measures for States and Federal Agencies as defined by NHTSA. (Definition: C = Core Outcome Measure, B=Behavioral Measure, A=Activity Measure)

The following table outlines the FY 2013 goals, strategies, and performance measures for each Traffic Safety program area:

Goals	Strategies	Performance Measures
Overall State Goal		
<p>To reduce the number of motor vehicle crashes, injuries, and fatalities</p>		<ol style="list-style-type: none"> 1. Mileage Death Rate [NHTSA C-3] 2. Mileage Death Rate (FARS – Urban) 3. Mileage Death Rate (FARS – Rural) 4. Number of traffic fatalities (FARS) [NHTSA C-1] 5. Number of serious injuries in traffic crashes (CRIS) [NHTSA C-2] 6. Number of drivers age 20 or younger involved in fatal crashes (FARS) [NHTSA C-9]

Goals	Strategies	Performance Measures
<i>Planning and Administration Program Area – 01 (Support)</i>		
<p>To provide effective and efficient management of the Texas Traffic Safety Program</p>	<p>Provide training and assistance for local and statewide traffic safety problem identification.</p> <p>Provide procedures and training on highway safety planning and project development.</p> <p>Ensure availability of program and project management training.</p> <p>Review and update program procedures as needed.</p> <p>Conduct periodic project monitoring and evaluation of traffic safety activities.</p> <p>Perform accurate accounting and efficient reimbursement processing.</p> <p>Maintain coordination of traffic safety efforts and provide technical assistance.</p> <p>Provide technical assistance and support for the Strategic Highway Safety Plan.</p>	<p>7. Publication of Traffic Safety Program deliverables including HSPP, response to Management Review, and Annual Report</p> <p>8. Number of training sessions provided</p>

Goals	Strategies	Performance Measures
<i>Alcohol and Other Drug Countermeasures Program Area – 02 (Core)</i>		
<p>To reduce the number of alcohol impaired and driving under the influence of alcohol and other drug-related crashes, fatalities, and injuries</p>	<p>Increase and sustain high visibility enforcement of DWI laws.</p> <p>Improve BAC testing and reporting to the State’s crash records information system.</p> <p>Improve anti-DWI public information and education campaigns including appropriate bilingual campaigns.</p> <p>Increase the number of law enforcement task forces and coordinated enforcement campaigns.</p> <p>Increase training for anti-DWI advocates.</p> <p>Increase intervention efforts.</p> <p>Improve and increase training for law enforcement officers.</p> <p>Improve DWI processing procedures.</p> <p>Improve adjudication and processing of DWI cases through improved training for judges, administrative license revocation judges, prosecutors, and probation officers.</p> <p>Increase the use of warrants for mandatory blood draws.</p> <p>Educate the public and stakeholders on the use of interlock devices and other alcohol monitoring technologies for DWI offenders.</p>	<p>9. Number of DUI-related (alcohol or other drugs) KAB crashes (CRIS)</p> <p>10. Number of fatalities in crashes involving a driver or motorcycle operator with a BAC of .08 or above (FARS) [NHTSA C-5]</p> <p>11. Number of impaired-driving arrests made during grant funded enforcement activities (eGrants) [NHTSA A-2]</p>

Goals	Strategies	Performance Measures
<p>To reduce the number of DUI-related crashes where the driver is under age 21</p>	<p>Improve education programs on alcohol and driving for youth.</p> <p>Increase enforcement of driving under the influence by minors laws.</p> <p>Increase public education and information, concentrating on youth age 5-13 and 14-20, including parent education on drinking.</p>	<p>12. Number of 16-20 year old DUI drivers (alcohol or other drugs) in KAB crashes per 100,000 16-20 year-olds (CRIS)</p>
<p><i>Emergency Medical Services Program Area – 03 (Supplemental)</i></p>		
<p>To improve EMS care and support provided to motor vehicle trauma victims in rural and frontier areas of Texas</p>	<p>To increase the availability of EMS training in rural and frontier areas.</p> <p>Increase EMS involvement in local community safety efforts.</p>	<p>13. Number of students trained in EMS classes</p>
<p><i>Motorcycle Safety Program Area – 04 (Core)</i></p>		
<p>To reduce the number of motorcyclist fatalities</p>	<p>Improve public information and education on motorcycle safety, including the value of wearing a helmet.</p> <p>Improve public information and education on the</p>	<p>14. Number of motorcyclist fatalities (FARS) [NHTSA C-7]</p> <p>15. Number of un-helmeted</p>

Goals	Strategies	Performance Measures
	<p>value of not operating a motorcycle while under the influence of alcohol and/or other drugs.</p> <p>Increase public information and education on motorists' responsibility pertaining to motorcycle safety.</p> <p>Increase rider education and training.</p> <p>Improve education and awareness of motorcycle safety among law enforcement and EMS personnel, educators and state & local traffic engineers.</p>	<p>motorcyclist fatalities (FARS) [NHTSA C-8]</p> <p>16. Number of motorcyclist fatalities involving a motorcycle operator with a BAC of .08 or above (CRIS)</p>

Goals	Strategies	Performance Measures
Occupant Protection Program Area – 05 (Core)		
<p>To increase occupant restraint use in all passenger vehicles and trucks</p>	<p>Sustain high visibility enforcement of occupant protection laws.</p> <p>Increase public information and education campaigns.</p> <p>Increase intervention efforts by healthcare professionals, teachers, and all safety advocates.</p> <p>Concentrate efforts on historically low use populations.</p> <p>Increase occupant protection education, training, and awareness of safety belt issues for law enforcement, judges and prosecutors.</p> <p>Increase training opportunities and retention of child passenger safety (CPS) technicians and instructors.</p> <p>Increase EMS/fire department involvement in CPS fitting stations.</p> <p>Maintain CPS seat distribution programs for low income families.</p>	<p>17. Number of seat belt citations issued during grant-funded enforcement activities (2010 eGrants) [NHTSA A-1]</p> <p>18. Driver and outboard front seat passenger restraint use [NHTSA B-1]</p> <p>19. Safety belt use rate by children age 5-16</p> <p>20. Child passenger restraint use rate for children ages 0-4</p> <p>21. Number of unrestrained passenger vehicle occupant fatalities, all seat positions (FARS) [NHTSA C-4]</p>

Goals	Strategies	Performance Measures
<i>Pedestrian and Bicyclist Safety Program Area – 06 (Supplemental)</i>		
<p>To reduce the number of motor vehicle-related pedestrian and bicyclist fatalities</p>	<p>Increase public information and education on motorists’ responsibilities pertaining to pedestrian and bicyclist safety.</p> <p>Increase public information and education efforts on pedestrian and bicyclist safety.</p> <p>Improve “walkability” and “bikeability” of roads and streets.</p> <p>Improve data collection on pedestrian injuries and fatalities.</p> <p>Improve identification of problem areas for pedestrians</p>	<p>22. Number of pedestrian fatalities (FARS) [NHTSA C-10]</p> <p>23. Number of bicyclist fatalities (CRIS)</p>
<i>Police Traffic Services Program Area – 07 (Core)</i>		
<p>To increase effective enforcement and adjudication of traffic safety-related laws to reduce fatal and serious injury crashes</p> <p>To reduce commercial motor vehicle crashes, injuries and fatalities involving vehicles with a Gross Vehicle Weight Rating (GVWR) of 10,000 pounds or greater</p>	<p>Increase public education and information campaigns regarding enforcement activities.</p> <p>Increase and sustain enforcement of traffic safety-related laws.</p> <p>Provide technical and managerial support to local law enforcement agencies and highway safety professionals.</p> <p>Increase and sustain high visibility enforcement of Intersection Traffic Control (ITC) laws.</p> <p>Increase public information and education on intersection related traffic issues.</p> <p>Increase public information and education on sharing</p>	<p>24. Number of intersection and intersection-related KAB crashes (CRIS)</p> <p>25. Number of CMV (large truck) involved fatalities. All crashes involve at least one vehicle with a vehicle body type of “Semi-Trailer” or “Truck-Tractor” (CRIS)</p>

Goals	Strategies	Performance Measures
	the road with commercial motor vehicles (CMV). Increase enforcement of commercial motor vehicle speed limits.	26. Number of CMV (large truck) involved: fatal crashes. All crashes involve at least one vehicle with a vehicle body type of “Semi-Trailer” or “Truck-Tractor” (CRIS)
Speed Control Program Area – 08 (Core)		
To reduce the number of speed-related fatal and serious injury crashes	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.	27. Number of speeding related citations issued during grant-funded enforcement activities (2010 eGrants) [NHTSA A-3] 28. Number of speeding-related fatalities (FARS) [NHTSA C-6]
Traffic Records Program Area – 09 (Support)		
To improve the timeliness of, quality of, availability of, and linkages of records between crash data bases	Improve the intake, tracking, analysis and reporting of crash data. Improve the integration of traffic records between state agencies and local entities.	29. Days to report local crash data to CRIS after crash occurrence 30. Days for crash data to be accessible from Crash Records Information System (CRIS) after receiving report of crash from peace officer (CR-3)

Goals	Strategies	Performance Measures
<i>Driver Education and Behavior Program Area – 10 (Support)</i>		
<p>To increase public knowledge, perception and understanding of driver education and traffic safety for all road users</p> <p>To reduce the number of crashes and injuries related to distracted driving</p>	<p>Develop and implement public information and education efforts on traffic safety issues.</p> <p>Provide assistance to update the drivers' education curriculum and administrative standards.</p> <p>Conduct and assist local, state and national traffic safety campaigns.</p> <p>Implement and evaluate countermeasures to reduce the incidence of distracted driving.</p> <p>Conduct public information and education campaigns related to distracted driving.</p> <p>Improve the recording of distracted driving as a contributing factor on crash reports.</p>	<p>31. Number of media impressions reached with traffic safety messages</p> <p>32. Driver Attitudes and Awareness concerning impaired driving, seat belt use, and speeding issues (Survey – 1)</p> <p>33. Number of Distracted Driving related KAB Crashes (CRIS)</p>
<i>Railroad / Highway Crossing Program Area – 11 (Supplemental)</i>		
<p>To reduce KAB crashes at railroad/highway crossings</p>	<p>Increase education of law enforcement concerning laws governing railroad/highway crossings.</p> <p>Increase public education and information on railroad/highway crossing safety.</p>	<p>34. Number of KAB crashes at railroad/highway crossings (CRIS)</p>

Goals	Strategies	Performance Measures
Roadway Safety Program Area – 12 (Supplemental)		
<p>To reduce the number of traffic crashes, injuries, and fatalities in work zones</p> <p>To increase knowledge of roadway safety and current technologies among people involved in engineering, construction, and maintenance areas at both the state and local level</p>	<p>Increase public education and information on roadway safety.</p> <p>Provide traffic safety problem identification to local jurisdictions.</p> <p>Improve highway design and engineering through training.</p> <p>Provide training on roadway safety issues.</p>	<p>35. Number of serious injuries in work zones (CRIS)</p> <p>36. Number of fatalities in work zones (CRIS)</p> <p>37. Number of persons trained in roadway safety classes</p>
Safe Communities Program Area -13 (Supplemental)		
<p>To establish integrated community traffic safety programs to prevent traffic-related fatalities and injuries</p>	<p>Support the establishment and growth of Safe Communities Coalitions.</p> <p>Support statewide the Texas Safe Community efforts by providing education, training, and coordination on how to initiate and conduct community based traffic safety programs and how communities can become designated as a Texas Safe community Coalition.</p>	<p>38. Number of Safe Communities coalitions</p>

Goals	Strategies	Performance Measures
<i>School Bus Program Area -14 (Supplemental)</i>		
To reduce School bus-related crashes, injuries and fatalities	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.	39. Number of school bus passenger fatalities per year on a five year average (FARS)

Projected Federal Funding

The projected amounts of federal funds to be awarded from this RFP are estimates and therefore are subject to change.

The following table outlines the program area, estimated funding levels, and federal fund source:

Program Area	Total Federal Funding	Section 402	Section 408	Section 410	Section 2010	Section 2011
01 – Planning & Administration (PA)	\$474,359	\$474,359				
02 – Alcohol & Other Drug Countermeasures (AL)	\$10,257,499	\$1,757,499		\$8,500,000		
03 – Emergency Medical Services (EM)	\$515,614	\$515,614				
04 – Motorcycle Safety (MC)	\$900,422	\$490,422			\$410,000	
05 – Occupant Protection (OP)	\$2,686,333	\$1,486,333				\$1,200,000
06 – Pedestrian & Bicyclist Safety (PS)	\$374,211	\$374,211				
07 – Police Traffic Services (PT)	\$9,249,996	\$9,249,996				
08 – Speed Control (SC)	\$399,694	\$399,694				
09 – Traffic Records (TR)	\$2,790,122	\$990,122	\$1,800,000			
10 – Driver Education & Behavior (DE)	\$1,676,099	\$1,676,099				
11- Railroad / Highway Crossing (RH)	\$85,406	\$85,406				
12 – Roadway Safety (RS)	\$588,449	\$588,449				
13 – Safe Communities (SA)	\$276,915	\$276,915				
14 – School Bus (SB)	\$134,874	\$134,874				
	<u>\$30,409,993</u>	<u>\$18,499,993</u>	<u>\$1,800,00</u>	<u>\$8,500,000</u>	<u>\$410,000</u>	<u>\$1,200,000</u>

Federal Fund Sources

- Section 402-State and Community Highway Safety Programs
- Section 408-State Traffic Safety Information System Improvement Grants
- Section 410-Alcohol Impaired Driving Countermeasures
- Section 2010-Motorcycle Safety Grants
- Section 2011-Child Safety and Child Booster Seat Incentive Grants

Please visit the following webpage for additional information about the federal fund sources:

http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/GrantFundPolicy_mkm_revJuly07.pdf.

High Priority Program Needs

TxDOT is seeking proposals to address all the previously listed strategies, but is particularly interested in proposals which address the following specific program needs.

NOTE: The amounts quoted in this section are estimates of available federal funding for FY 2013. All awards are dependent on the availability of federal funds.

Alcohol and Other Drug Countermeasures

TxDOT Traffic Safety is seeking multiple projects to address the problem of Driving While Intoxicated. TxDOT expects to make available approximately \$9 million in federal funds dedicated to reduce the number of alcohol and other drug related fatalities (Title 23 USC Section 410). In order to qualify for these funds, project activities must be 100% focused on alcohol and other drug countermeasures and provide a match rate of at least 25% of the total project costs.

NOTE: Proposals with less than a 100% alcohol and other drug focus or less than 25% match rate will compete for approximately \$1,757,499 in Section 402 funding (Title 23 USC Section 402).

Alcohol and Other Drug Countermeasures

TxDOT Traffic Safety is seeking a statewide project to continue conducting multiple Standardized Field Sobriety Testing (SFST) Refresher Training courses. The project budget is not to exceed a maximum TxDOT reimbursable amount of \$700,000. Due to federal fund source requirements, the match rate provided must be at least 50% of the total project cost. Proposals can use the average hourly pay rate of law enforcement officers attending the course as a source of match.

Only TCLEOSE certified contract providers that meet the General Traffic Safety Grant Eligibility requirements on page 4 can apply to conduct SFST Refresher courses.

NOTE: This high priority program need is NOT for the basic SFST training course. Proposals for the basic SFST training course will not be accepted.

Occupant Protection

TxDOT Traffic Safety is seeking to execute a one year project to purchase and distribute car seats to low income families. The total project budget is not to exceed a maximum TxDOT reimbursable amount of \$350,000. Due to federal fund source requirements, the match rate provided must be at least 25% of the total project cost.

The following table outlines additional federal fund source requirements:

Funding Source	Requirements
Section 2011	The child restraints purchased and distributed must be certified to meet applicable Federal Motor Vehicle Safety Standards. Low income is calculated at 185 percent of the Federal poverty level. A certified child passenger safety technician/instructor should supervise all child restraint distribution programs and ensure that adequate training based on the Standardized Curriculum is provided to those distributing the selected seats. The certified child passenger safety technician/instructor should also ensure that appropriate training is provided to the recipients of the seats.

Pedestrian/Bicycle Safety

TxDOT Traffic Safety is seeking to execute one or more projects to improve riding skills and knowledge of traffic laws among adult cyclists. The total amount of TxDOT reimbursable funds dedicated for this purpose is \$374,211.

SECTION THREE
PROPOSAL SUBMITTAL

Grant Development Schedule

The following schedule shows the major milestones and due dates for the Traffic Safety Grant Development phase of the overall grant lifecycle. The proposal submission dates are set; all other dates are target dates that are subject to change. Any updates to the Grant Development Schedule will be posted on the Traffic Safety RFP website located at <https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html>.

The following table outlines the FY 2013 Grant Development Schedule:

Activity / Milestone	Due Date
Proposal Submission	
Request for Proposals (RFP) Posted	01/20/2012
<i>Proposal Submission Training – STEP / General Grants</i>	01/27/2012
Deadline for Proposal Questions	02/03/2012
Proposal Q and A Posted	02/10/2012
Deadline for Proposal Submission	02/17/2012
Proposal Scoring and Negotiations	
Proposals Scored	03/23/2012
Proposal Negotiations Completed	04/13/2012
Funding Approval	
Funding List and Minute Order Developed	06/1/2012
Funding Approved	06/28/2012
HSPD Development	
HSPD Drafted & Reviewed	08/31/2012
HSPD Submitted to NHTSA	09/01/2012
HSPD Approved & Published	10/01/2012
Award Grants	
Grants Awarded, Executed & Activated in eGrants	10/01/2012

Proposal Development

Addressing the Program Area Goals

Submitted proposals must comply with the goals and strategies outlined in Section Two; *Program Needs* and *Performance Measures* tables.

The NHTSA publication, *Countermeasures That Work, A Highway Safety Countermeasure Guide for State Highway Safety Offices*, provides a guide to selecting effective, science-based traffic countermeasures for major highway safety problem areas. This publication can serve as a source for traffic safety project ideas and is available at <http://www.ghsa.org/html/publications/index.html>.

Using eGrants

- The proposal must be completed using eGrants which is available on the TxDOT website at: <https://www.txdot.gov/apps/egrants>.
- To set up an eGrants account for new users, select the “**New User**” link on the eGrants Login page.
- For help and resources, select the “**eGrants Help**” link on the eGrants Login page.
- These support materials including a subgrantee user guide and videos are available on eGrants Help under *Training Materials* when logged into eGrants.
- Please refer to eGrants Help to assist in proposal submission. For eGrants system issues or technical problems, contact the eGrants Help Desk staff via email at TRF_eGrantsHelp@txdot.gov.
- To expedite a response to problems, please include the eGrants ID, Organization, and Project Title.

Proposal Training

- Training will be available in the form of an online training video, online *Subgrantee User Guide*, and a WebEx Webinar.
 - *eGrants New Interface Training Video*: <https://www.dot.state.tx.us/apps/egrants/eGrantsHelp/Instructions/eGrantsNewUI.wmv>
 - *Subgrantee User Guide*: <https://www.txdot.gov/apps/egrants/eGrantsHelp/Reports/eGrantsSubgranteeUserGuide.pdf>
 - *WebEx Webinar*. Login and call-in number information is located at: <https://www.txdot.gov/apps/egrants/eGrantsHelp/rfp.html>.
- Training sessions will be specific to the type of grant proposal being submitted, either STEP or General Traffic Safety. Potential subgrantees are encouraged to attend the WebEx webinar on proposal submissions :
 - **January 27, 2012 – STEP Traffic Safety Grant, 8 AM – 12PM CST.**
 - **January 27, 2012 – General Traffic Safety Grant, 1PM – 5PM CST.**

Proposal Questions

- All questions regarding the development of proposals must be submitted by sending an email to TRF_RFP@txdot.gov by 5 p.m. CST on February 3, 2012.
- Please include the text “**RFP Question:**” at the beginning of the subject line to ensure that the question is included in the questions and answer document.
- Telephone inquires regarding the development of proposals are not accepted.
- A question and answer document will be posted by February 10, 2012, on the eGrants RFP web page at: <https://www.txdot.gov/apps/egrants/eGrantsResources/rfp.html>.

Proposal Submittal

- Proposals are officially submitted by changing the status in eGrants to “Proposal Submitted” no later than 5 p.m., Central Standard Time (CST), **February 17, 2012**. eGrants will not allow proposal submission after this date and time.
- Once a proposal is submitted it can not be returned to the organization for modifications or changes.

- Organizations are responsible for ensuring they use the appropriate proposal forms based on the type of grant for which they are applying.
- Proposals must be submitted by the responsible entity or have the written support from an authorized representative of that agency.
- Separate documents with information pertaining to the submitting agency's 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.
- Proposals for potential statewide projects in public schools must also have verification of coordination and commitment from the Texas Education Agency (TEA). The verification needs to be submitted as an attachment to the proposal.
- Failure to follow the above requirements may disqualify your proposal from the scoring process.

SECTION FOUR
PROPOSAL GUIDELINES FOR STEP GRANTS

Eligibility

- Organizations eligible for STEP funds include the Texas Department of Public Safety (TxDPS), sheriff’s offices, constable’s offices, and community police departments.
- All jurisdictions are eligible for yearlong STEP grants regardless of population.
- Communities with yearlong STEPs will still be considered for participation in special projects like Click It or Ticket (CIOT) and/or Impaired Driving Mobilization (IDM) throughout the year. Those grants will be completed in eGrants at a later time.

Funding

The largest portion of traffic safety funding is used for the STEP projects, which pay for overtime activities by local law enforcement to reduce the incidence of speeding, driving while intoxicated, failure to use occupant restraint systems, and intersection traffic control violations. Enforcement projects come from one or more of the program areas in the following table, depending on the activities in the individual project.

The follow table outlines the program area and its respective STEP type:

Program Area	STEP Type
Alcohol and Other Drug Countermeasures	Driving While Intoxicated (DWI)
Occupant Protection	Failure to Use Occupant Restraint (OP)
Police Traffic Services	<ul style="list-style-type: none"> • Comprehensive consists of two or more of the following enforcement elements: Speed, OP, DWI, and/or Intersection Traffic Control (ITC) • ITC • Commercial Motor Vehicle (CMV); Speed, OP, and Hazardous Moving Violations (HMV)
Speed Control	Speed

Maximum Funding Amounts for STEP Yearlong Proposals

A maximum funding amount has been established for STEP proposals submitted by communities, based on the population of the community and available crash data. You may apply for a STEP Yearlong or Wave **and** a STEP CMV project, but no more than the following amounts will be awarded to a community for all enforcement activities during the fiscal year. Communities may request less than the maximum. The following table outlines maximum federal budget per year based on 2010 U.S Census count population:

Size of Jurisdiction	Amount	Size of Jurisdiction	Amount
1 – 4,999	\$20,000	125,001 – 300,000	\$250,000
5,000 – 25,000	\$40,000	300,001 – 700,000	\$450,000
25,001 – 50,000	\$70,000	700,001 and greater	\$1,000,000
50,001 – 125,000	\$110,000		

Maximum Funding Amounts for STEP Wave Proposals

The maximum reimbursable amount allowable for a STEP Wave grant is \$20,000.00 per agency.

Requirements for all STEP Proposals

- Proposals for STEPs and STEP Waves are submitted using eGrants.
- Proposals for a *Yearlong STEP* are limited to one or combinations of the following:
 - Driving While Intoxicated (DWI)
 - Occupant Protection (OP)
 - Speed
 - Intersection Traffic Control (ITC)
- A community should submit one combined *Yearlong STEP* proposal that covers the desired traffic safety elements. Proposals that address two or more elements will be titled Comprehensive.
- Proposals for a 1-year STEP Wave grant are limited to a minimum of two holiday periods per year or a maximum of six holiday periods per year. These grants consist of one or more of the following:
 - Driving While Intoxicated (DWI)
 - Occupant Protection
 - Speed violations
- Law enforcement agencies may apply for only one of the following:
 - a 1-year STEP grant (Yearlong)
 - a 1-year STEP Wave grant
- Law enforcement agencies that propose a STEP grant (Yearlong) or a STEP Wave grant may also apply for a STEP CMV project.

PI&E Objective/Performance Measure

Law enforcement agencies are required to provide Public Information and Education (PI&E) activities, including the distribution of PI&E materials, throughout the project. Salaries being claimed for PI&E activities must be included in the budget. See Proposal Help for "[Salaries and Fringe Benefits \(100 & 200\)](#)" information. Minimum numbers of PI&E activities for a yearlong STEP are indicated below:

- Presentations required – 4
- Media Exposures – 4
- Community Events – 2

Operational Plan

The goal of the Operational Plan (OP) is to assist law enforcement agencies in defining roadways and locations where enforcement efforts will be concentrated when working on a STEP yearlong project. Potential subgrantees proposing a yearlong STEP project must complete the OP.

STEP Operating Policies and Procedures

All STEP agencies must either have established written STEP operating policies and procedures, or will develop written policies and procedures before STEP grants can be executed. Each STEP agency will certify that it has, or will develop such procedures during the proposal process in eGrants. If an agency is selected for a grant award, a copy of the agency’s written policies and procedures must be submitted prior to execution of the grant agreement.

The following table outlines the required minimum local policies and procedures:

Requirement	Description
Roles and Responsibilities	<i>STEP Project Officer</i> , individual identified to serve role and documented main job functions.
STEP Shifts	Agency staff selection process to work a STEP shift.
Authorization to Work	Prior approval authorization for an individual to work a STEP shift.
Work Restrictions	Restriction imposed on working a STEP shift; i.e. number of hours worked per shift, etc.
Supervision	Agency supervision process of officers working STEP shifts.
Overtime Status	Agency determination of officer over-time status prior to performing STEP shift work.
Documentation	STEP shift documentation of officer time worked.
After Action Report	Documentation capturing end of STEP shift; i.e. time-sheets, over-time cards, STEP daily activity reports, citations, etc.
Approval	Completed STEP shift work approval method by supervisor. Hours worked documented by supervisor.
Performance Goals	Agency oversight or assurance of meeting STEP grant performance measures and/or target numbers.

Yearlong STEP Requirements

These requirements apply to all Yearlong STEPs including CMV.

Selection of Elements

The following table outlines the proposals for Yearlong STEPs that are limited to one or a combination of the following elements:

Yearlong STEP Elements	
Element	Goal
Driving While Intoxicated (DWI)	Reduce the number of alcohol impaired and driving under the influence of alcohol and other drug-related crashes, injuries, and fatalities
Occupant Protection (OP)	Increase occupant restraint use in all passenger vehicles and trucks (safety belt and child safety seat usage)
Speed	To reduce the number of speed-related crashes, injuries, and fatalities
Intersection Traffic Control (ITC)	To reduce intersection-related motor vehicle crashes, injuries, and fatalities. This STEP targets intersections with a high frequency of crashes within metropolitan areas
Commercial Motor Vehicle (CMV)	<ul style="list-style-type: none"> • To reduce commercial motor vehicle crashes, injuries, and fatalities involving vehicles with a vehicle body type of “Semi-Trailer” or “Truck-Tractor”. • STEP CMV projects include Speed, Occupant Protection (OP), and Hazardous Moving Violations (HMV) <ul style="list-style-type: none"> ○ NOTE: See <i>Yearlong STEP Requirements</i> section.

NOTES

- *Proposals that address two or more elements are titled “Comprehensive” by eGrants.*
- *Speed enforcement must be conducted at sites that have less than 50% compliance as determined by speed surveys, or at sites with compliance rates of 50% or more that have been pre-approved by TxDOT. Additional documentation, such as crash data, will be required to show that these sites warrant increased enforcement.*
- *Yearlong STEP proposals with an OP element will be required to conduct seat belt enforcement during the annual Click It or Ticket mobilization and submit a separate performance report detailing enforcement activities.*
- *Yearlong STEP proposals with a DWI element will be required to conduct DWI enforcement during the annual Labor Day Impaired Driving Mobilization and submit a separate performance report detailing enforcement activities.*

Baseline Information

Baseline information serves as a foundation for subgrantees to measure pre-grant traffic enforcement activity.

Baseline information must be provided by the subgrantee to identify local traffic enforcement related activity. This information should exclude any activity generated with STEP grant dollars. Once the baseline is established, these figures will be used to compare subsequent year’s local and grant traffic enforcement activity.

The baseline numbers are critical in establishing the causes and numbers of fatalities, injuries, crashes and property damage, in your community. First enter the baseline year then enter the baseline numbers for each measure to be covered by your STEP. The surveys, citation and crash data must be from the site location (city, county, roadway section, statewide), that the STEP will target.

Note: *You must fill in the baseline number for each measure in your proposed STEP.*

Note: *Data older than calendar year 2010 is not acceptable. The data source and date of the data and information should always be cited. Only data for citations other than STEP must be used to establish the baseline.*

Factors and Conditions

Baseline information for crashes is determined by the types of crashes and is supported by sourced data.

The following table outlines the crash types and factor and conditions:

Crash Types	Factors and Conditions
Speed-related	<ul style="list-style-type: none"> • Unsafe Speed • Speeding - (over limit)
Alcohol-related	<ul style="list-style-type: none"> • Had Been Drinking • Under the Influence - Alcohol • Or BAC reported > 0.00
ITC-related	<ul style="list-style-type: none"> • Disregard Stop and Go Signal • Disregard Stop Sign or Light • Failed to Yield ROW - Stop Sign • Failed to Yield ROW - Turning Left • Failed to Yield ROW - Turn on Red • Failed to Yield ROW - Yield Sign

Documentation of Data

Some examples of verifiable, current, and applicable data sources include:

- Your agency’s citation data files.
- Municipal or JP court files.
- State or local surveys or assessments (for example, TTI Safety Belt Survey).

Yearlong STEP CMV Requirements

Proposals for yearlong STEP CMV projects must include enforcement of *all* of the following components:

- Speed
- OP
- HMV

Law enforcement agencies that propose a yearlong STEP may also apply for a STEP CMV project; however, a CMV project must be submitted as a separate proposal. To apply for a STEP CMV grant, please contact trf_egrantshelp@txdot.gov. Maximum funding amounts would be split between the CMV and STEP Yearlong projects and the combined funding amounts cannot exceed the limits allowed for the community as specified under the “Maximum Funding Amounts for STEP Yearlong Proposals” above.

STEP Wave Requirements

STEP Wave grants may consist of one (1) element or a combination of two (2) or three (3) of the following elements:

- DWI - Jurisdiction Wide (DWI enforcement effort must be focused at locations where there is an over-representation of alcohol-related crashes and/or DWI arrests).
- Speed - Jurisdiction Wide (Speed enforcement should be focused on areas where there is at least a 50% noncompliance with the posted speed limits and/or a higher number of speed-related crashes).
- Safety Belt - Jurisdiction Wide.
- Law enforcement agencies may choose the element(s) that will comprise their STEP enforcement effort. Speed and occupant protection elements will require survey data. This data must not be older than September 1, 2011, and must follow TxDOT survey data protocol. These procedures can be found on eGrants Help at: <https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html>. Select “STEP OP and Speed survey tools” link under the **Toolbox** heading.

Enforcement Periods

Law enforcement agencies must work two (2) required Wave periods and may choose up to four (4) optional Wave periods.

REQUIRED

- Labor Day
- Memorial Day

OPTIONAL

- Halloween
- Thanksgiving
- Christmas/New Year’s
- Valentine’s Day
- Spring Break
- Independence Day
- Special Event Period

Special Event Period

- A Special Event Period is defined as a time period where the community sees an increase in traffic volume and increased enforcement would prove beneficial (Examples: County Fair, local rodeos, conventions, beach/lake traffic etc...).
- The Special Event period consists of a minimum of 4 and no more than 7 consecutive days of enforcement. Special Event periods cannot be scheduled during any of the other required or optional Wave periods.

Note: *If chosen, optional periods become a requirement of the executed grant agreement.*

PI&E Objective/Performance Measure

Law enforcement agencies are required to provide Public Information & Education (PI&E) activities, including the distribution of PI&E materials, throughout the project. Minimum numbers of PI&E activities for STEP Wave projects are indicated below:

- Presentations required – one (1) per Wave period
- Media Exposures – two (2) per Wave period
- Community Events – one (1) per grant period

For more information, please refer to the [PI&E Objective/Performance Measure](#) document located on eGrants Help.

STEP Wave Description of Activities

Activities associated with STEP Wave projects include:

Pre-Surveys

Conduct pre-observational surveys for each Wave period to establish safety belt usage rates and/or speed limit compliance prior to conducting any Wave enforcement activity. Surveys are only applicable to STEP Wave grants consisting of “Occupant Protection” and/or “Speed” components. A pre and post survey is required after each STEP Wave.

Pre-Media Campaign

Conduct local media events immediately before the enforcement effort to maximize the visibility of enforcement to the public. These media events tell the public when, where, how, and why the safety belt, impaired driving, and/or speed limit laws are being enforced.

Enforcement Effort

Intensify enforcement through an overtime STEP that places primary emphasis on increasing the number of citations or arrests for non-use of occupant restraints, impaired driving, and/or speeding, during peak holiday traffic.

Note: See “[Law Enforcement Summary](#)” in the eGrants Help system for information and assistance on calculating a proposed STEP Indicator based on the number of citations/arrests and the number of enforcement hours proposed.

Post-Surveys

Conduct post-observational surveys for each Wave period to determine safety belt usage and/or speed limit compliance. Measure the impact of media/enforcement effort. Surveys are only applicable to STEP Wave grants consisting of “Occupant Protection” and/or “Speed” components.

Note: *The post survey can be used for the pre survey results for the following STEP Wave unless your TxDOT TSS states otherwise.*

Post-Media Campaign

Conduct local media events to tell the public why the safety belt, impaired driving and/or speed laws are important and the results of the wave.

STEP Wave Calendar

See the “[FY 2013 STEP Wave Calendar](#),” located on the eGrants Resources Page for applicable planned STEP Wave activity dates.

Project Plan

The Project Plan portion includes the problem solution, the objective, performance measures, and performance targets.

(A) Problem Solution

Select each of the elements to be included in your proposed STEP.

(B) Objective, Performance Measures

Law Enforcement Objective/Performance Measures

The objective briefly indicates the specific purpose of the project. Performance measures and targets provide guidance to determine efficiency and effectiveness of the project, serving as measures of project progress. Each performance measure should be designed as an evaluative mechanism for measuring the project’s level of success. Performance targets determine the degree of progress toward achievement of established performance measures and the effect on identified problems. Performance targets are expressed quantitatively (amount/quantity) and are monitored and reported throughout the grant/contract period. Fill in the target number for each element in your proposed STEP. (Remember to use the baseline previously provided to establish the target for the objective/performance measure). Be sure and show realistic numbers and ensure that the enforcement hours match the proposed budget.

STEP Indicator

The scoring criteria will award a point range based on the data entered compared to the statewide performance average, or STEP indicator, for each enforcement element selected. The following is a breakdown of the statewide average, or STEP Indicator, for each enforcement element. The STEP indicator is a target or goal and not a quota, and has been found to be an average enforcement performance measure across the State. At no time does TxDOT require an individual officer to issue a specific number of citations during an enforcement period.

The following table outlines a few examples as a guide when completing the STEP Indicator page:

Statewide Averages (STEP Indicators)			
Indicator	Points per Citation	Citations Per Enforcement Hour Worked	Example
Occupant Protection (OP)	1.5 points	1.67 – 2.0	100 hours x 1.67 citations per hour = 167 citations
Speeding	1 point	2.5 – 3.0	100 hours x 2.5 citations per hour = 250 citations
Intersection Traffic Control (ITC)	2 points	1.25 – 1.5	100 hours x 1.25 citations per hour = 125 citations
Commercial Motor Vehicle (CMV) including Speed, OP, and HMV	2 points	1.25 – 1.5	100 hours X 1.25 citations per hour = 125 citations

Driving While Intoxicated (DWI)	18 points <i>Per Arrest</i>	1 DWI arrest per each six (6) hour enforcement period worked	100 hours divided by 6 hours = 16.67 DWI arrests
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NOTES:

- Warnings, either verbal or written, are not considered citations and therefore cannot be applied toward the performance measures identified in the grant.
- A minimum average of 2.5 points per hour will be required in STEP and STEP Wave proposals.
- To raise a STEP Element Indicator, you must either add more arrests/citations or lower the number of planned enforcement hours in your proposal.

STEP Element Indicator Calculator

For assistance on calculating your proposed STEP Element Indicator view the [STEP Element Indicator Calculator](#) located under the “Tool Box” heading on eGrants Help page.

SECTION FIVE
PROPOSAL GUIDELINES FOR GENERAL GRANTS

Eligibility

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

Funding

Statewide Projects in Public Schools

Proposals for potential statewide projects in public schools must also have verification of coordination and commitment from TEA.

Child Passenger Safety Seats

- Proposals that include child passenger safety seats require a minimum 25% cost share (match) for the safety seats.
- Any safety seats included in traffic safety proposals will be ordered through and purchased by the Texas Department of State Health Services – Safe Riders.
- If an agency or organization needs safety seats, they must be requested in the Occupant Protection goals and strategies section of the proposal and not be listed in the budget to be funded with federal funds.
- The estimated value of a safety seat to be provided is \$50 per seat.

Special Projects and Mobilizations

- Subgrantees with a general grant will be considered for participation in special projects like CIOT and the IDM during the year. Those grants will be completed in eGrants at a later time.

Problem Identification

Problem identification includes the problem statement and documentation of data.

- eGrants has a 5,000 character limitation in this field.
- Additional or continuation narration uploaded in the "Attachments" section will not be reviewed or scored by the proposal review teams.

Problem Statement

The problem identification description is the most important part of a proposal. It should be

a clear, concise, and accurate description of the problem

Ambiguous or inaccurate problem identification with non-specific documentation can adversely affect the scoring, processing, evaluation, and final selection of a proposal.

specific to the problem or problems

A strong problem identification description accurately defines the nature and magnitude of the specific problem or problems.

supported by relevant data

Causes of fatalities, injuries, crashes and property damage, site location (city, county, roadway section, statewide), and target population data are important information to problem identification.

The problem identification process involves obtaining and analyzing historical motor vehicle traffic crash data that is relevant to the problem and proposed project to determine the who, what, when, where, how, and why of an existing problem. Accurate and factual information helps create a strong

problem statement. Other pertinent data, such as safety belt use, may be included or substituted for crash data. Sufficient data that is both local and as current as possible must be provided to justify the traffic safety problem. The data source and date of the data and information should always be cited.

Examples of problem identification statements:

- Bicycle helmet usage in County Y among children ages ___ to ___ decreased by ___ percentage points from ___ in [year] to ___ in [year].
- Adult seat belt usage in City X is only ___% compared to the statewide rate of ___%.
- Restraint use for children ages 5-9 decreased ___ percentage points from ___ in [year] to ___ in [year].

Documentation of Data

Some examples of verifiable, current, and applicable data sources include:

- Local law enforcement agencies
- Hospital and emergency room reports
- TxDPS
- TxDOT’s Crash Records Information System (CRIS)
http://www.txdot.gov/txdot_library/drivers_vehicles/publications/crash_statistics/default.htm
- State or local surveys or assessments (for example, TTI Safety Belt Survey).

Project Plan

The Project Plan includes the problem solution, the objective, performance measures, and performance targets.

Problem Solution

The proposed solution should briefly describe the scope of work and activities that will be performed to address the stated traffic safety problem or problems. This may include methods, countermeasures, and strategies that could reduce problem severity or eliminate the problem or increase traffic law compliance. The proposed solution may also detail the “who-what-when-where-how” in order to assist in project evaluation. Problem solution statements are limited to 5,000 characters maximum for one year proposals.

Note: Any additional problem solution narration (over the 5,000 maximum characters) that is attached on the proposal’s “Attachments Page” will not be reviewed or scored by the RFP proposal review teams.

Note: You may cut and paste data from another system or software program and enter it into eGrants.

Objective, Performance Measures and Targets

The objective briefly indicates the specific purpose of the project. It tells the reviewer what you plan to achieve with the proposal if a grant is awarded. Projects may not extend beyond September 30 of the last fiscal year for which it is proposed. They must follow the SMART principle; that is, they must be Specific, Measurable, Action-oriented, Realistic and Time-framed.

The following table outlines a few SMART Objective examples:

SMART Objective Examples			
<i>Field</i>	<i>Objective 1</i>	<i>Objective 2</i>	<i>Objective 3</i>
Action verb	To conduct	To train	To increase
Target	12	30	92%
Baseline			82%
Performance Measure	CPS checkup events	Drug Recognition Experts (DRE)	child safety seat usage
Completion Date	September 30, 2013	September 30, 2013	September 30, 2013

Performance measures and targets provide guidance to determine efficiency and effectiveness of the project, serving as measures of project progress. Each performance measure should be designed as an evaluative mechanism for measuring the project’s level of success. Performance targets determine the degree of progress toward achievement of established performance measures and the effect on identified problems. Performance targets are expressed quantitatively (numbers of things) and are monitored and reported throughout the grant or contract period.

Public Information and Education

If a PI&E is part of the project being proposed, a PI&E Objective Statement and performance measure is required. Examples of performance measures and targets include:

- Number of surveys conducted 3
- Number of youth trained 250
- Number of presentations made 30
- Number of media exposures 15
- Number of child safety seats distributed 500
- Number of schools participating in traffic safety activities 26

Objectives and Action Plan

Objectives, PI&E, Performance Measures and Activities

Objectives indicate the specific purpose of the project. Objectives should follow the SMART principle - Specific, Measurable, Action-oriented, Realistic, and Time-framed.

Every Action Plan needs to contain high level activities, with a maximum of ten (10) activities; that summarize the *Activities*, *Responsible* party, and a target *Activity Completion Date*.

NOTE: DO NOT submit a proposal with an Action Plan page exceeding ten (10) activities. Any proposal submitted with Action Plans that continue activities for an objective beyond one page will be returned for modifications.

SECTION SIX
PROPOSAL GUIDELINES FOR STEP AND GENERAL

Budget

Introduction

Budget information is critical in the final determination of a proposal. A strong proposal budget supports the objective, performance measures, and activities that are proposed to affect the problem. The proposed budget must be realistic and reasonable, allowable, and necessary and must include only cost-eligible line items. Include as much specific information as possible for all costs included in Fringe (200), Travel and Per Diem (300), Equipment (400), Supplies (500), Contractual Services (600), Other Miscellaneous (700), and the Indirect Cost Rate (800). Indicate what funds will be used as match by the proposing agency.

Budget Modifications

Once the proposal is submitted to TxDOT, the federal fund portion of the budget amount cannot be increased. However, during scoring, if the budget is not accurate or is unreasonable, or if portions of it are unallowable, it may be recommended that the budget be decreased or changed. The proposed budget will serve as the basis for the grant budget if the proposal is approved for funding. Minor modifications may be made during grant negotiations, such as corrections of mathematical errors. Match for the grant must be equal to or greater in proportion than the match percentage offered in the proposal.

Budget Content

Examples of information to be included in the detailed budget are:

- numbers of personnel and their pay rates
- type of fringe benefits
- means and length of travel
- equipment type, quantity, and cost
- types of supplies
- contractual services
- details of other miscellaneous costs, including a listing of public information and education (PI&E) materials (educational and promotional)
- indirect cost rate
- matching funds

Budget Scoring

Scoring will be based on the budget's reasonableness, ability to support the described problem solution, and eligibility for funding. (Look at Scoring Sheet, located in your grant in eGrants, under "Review" Proposal Scoring – Score Sheet).

Budget Detail

Supporting budget documentation specifics are to be added in the eGrants system when prompted and include:

- specifics on planned travel
- kinds of equipment
- details on any large dollar items
- fringe benefits

- any contractual services funded with grant monies
- indirect cost

Some Rules to Consider

When devising a program budget, consider the following rules regarding the use of federal highway safety grant funds (source: *Highway Safety Grant Funding Policy for NHTSA/FHWA Field-Administered Grants*).

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 will only be allowable under agreements executed with TxDOT media vendors.

Supplanting

Federal funds cannot supplant (replace) funds from any other sources. The term “supplanting,” as used in federal acts and guidelines, refers to 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 can be used as project match, as long as this is specifically approved in advance by TxDOT.

Office Equipment

Federal Highway Safety grant funds cannot be used to purchase office furnishings.

Out-of-state Travel

Out-of-state travel is prohibited without prior written approval from TxDOT.

Alcoholic Beverages and Food

Federal funds cannot be used to purchase alcoholic beverages or food.

Reimbursement

Federal guidelines prohibit payment or reimbursement before costs have been incurred. Reimbursement may only be made for costs incurred during the grant or contract period. Federal policy also requires that all contract and grant agreements include a maximum amount eligible for reimbursement. Since highway traffic safety grants and contracts are on a cost-reimbursement basis, no capital advances are allowed, and the method of payment is a negotiated item, within federal guideline constraints.

Duration of Funding

Federal funding for traffic safety programs is intended as startup or “seed money.” Texas Traffic Safety Program project grant agreements are limited to the length of the grant period and usually do not receive extended funding beyond three years. If both TxDOT and the subgrantee agree that the project has demonstrated great merit or has long term potential and benefits, the subgrantee may apply for funding assistance beyond the three-year limit. There will be an increasing matching requirement after year three.

Support Documentation

Introduction

Support documentation is optional and will not be scored. However if used it ***must be submitted through eGrants Attachment Page. DO NOT mail support documentation to TxDOT separately, it WILL NOT be accepted.***

Support Documentation Defined

Supporting documentation is any additional information the proposing agency or organization wishes to provide on behalf of the proposal. Examples of supporting documentation include:

- Statement of qualifications, training, and experience of proposing entity
- Agency commitment

SECTION SEVEN
PROJECT SELECTION PROCESS

Scoring Process

The Texas HSPP is developed through a strategic performance planning process, using goals established through analysis of the most recent available motor vehicle crash data. The scoring of individual projects is based on the problem identification and project solution offered in the proposals. Traffic safety managers will review and evaluate each proposal for applicability to Texas' and community traffic safety problems. Each qualifying project proposal will be scored against the following criteria:

- Strength of problem identification supported with verifiable, current, and appropriate documentation of the state or local traffic safety problem.
- STEP proposal problem identification will be scored based on the population-based rate of relevant crashes or casualties (number/per 10,000 population) in combination with the absolute number of relevant crashes or casualties in Texas counties and cities in 2010. The source of this information will be CRIS and population data compiled by the Texas Transportation Institute.

Data categories will include:

- DUI-related KAB crashes (alcohol & other drugs)
- Intersection-related KAB crashes
- Speed-related crash fatalities
- Large truck-related crash fatalities
- Quality of the proposed solution plan
- Realistic objectives and activities
- Cost eligibility
- Percent of matching funding proposed
- Reasonable and necessary budget

Selection Process

- Scored projects will either be recommended or not recommended for funding based on the following criteria:
 - Score – must meet quality cutoff score of 35
 - Program area needs – maintain a comprehensive program
 - Availability of dedicated federal funding – such as alcohol, occupant protection or motorcycle
 - Federal fund source match requirements – federal match requirements maybe as high as 75%
 - Duplication of effort – decline proposals which duplicate efforts of existing projects
 - Crash Data – needs are based on sourced crash data
- Selected scored projects will be recommended for inclusion in the Texas HSPP expected to begin in federal FY 2013 starting October 1, 2012.
- Eligible selected projects may be initiated prior to October 1, 2012, if sufficient funding is available.

HSPD Development

Draft

The HSPD is developed by the TxDOT Traffic Safety Section, based on the proposals recommended for funding.

Review and Approval

Funding for the HSPD is submitted to the Texas Transportation Commission for approval. Upon approval, the HSPD is submitted to NHTSA for review, comment, and approval.

Implementation

The HSPD becomes operational on October 1 of every year if federal appropriations allow. Funds are to be used to support state problem identification, planning and implementation of a traffic safety program to reduce crashes, deaths, and injuries on Texas roadways.

Development of Grant Agreements

Proposals approved for funding will become grant agreement contracts in eGrants. These agreements are limited to the length of the proposed grant period. Funding is provided from federal, state, local, and private sources.

SECTION EIGHT
TERMS AND CONDITIONS

Purpose of the RFP

The only 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.

Right to Accept or Reject

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.

Right to Correct Errors

TxDOT reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary. Corrections and/or changes will be posted on the TXDOT Website at: <http://www.txdot.gov/apps/egrants/eGrantsResources/rfp.html>.

Right to Negotiate Final 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.

Right to Withdraw or Reduce Amount

TxDOT reserves the right to withdraw or reduce the amount of an award or to cancel any contract or grant agreement if adequate funding is not received from the National Highway Traffic Safety Administration (NHTSA) or other funding sources or due to legislative changes.

Influencing TxDOT Staff

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 Additional Information

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 to the Terms and Conditions

All contracts or grant agreements awarded under this RFP must adhere to the Texas Traffic Safety Program Grant Agreement General Terms and Conditions to all Traffic Safety grant agreements. These terms and conditions are included as part of the eGrants proposal and will become part of the grant executed for FY 2013.