

FY2015 Traffic Safety request for Proposals Questions and Answers

| # | Question | Answer |
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| 1 | Is there a cap on any personnel salaries? | There is no cap on personnel salaries; however, all salaries must be reasonable, be in accordance with local policy and in-line with going rates for the particular field. |
| 2 | Is there a limit on the award amount per organization? | <p>Yes, see pages 33 and 34 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> <p>We encourage you to review the anticipated funding levels for all programs in each program area on page 26 of the RFP.</p> |
| 3 | We are planning to submit a Comprehensive Traffic Safety Campaign Proposal; however we are unsure about what <i>Advertising</i> entails under the <i>Unallowable Costs Section</i> on page 48 of the RFP. <u>Will Public Service Announcements (PSAs), traffic signage and bus adds fall under this category?</u> Is there a document we can have access to in reference to what type of advertisement is allowable? | <p>Yes.</p> <p>These costs are not allowable. Page 48 of the Traffic safety RFP states: "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.</p> <p>TxDOT will use a separate competitive bid process to solicit projects (paid and/or non-paid media) from vendors on the TxDOT-approved media vendor (ad agencies) list.</p> |
| 4 | Will the Training Webinar be posted to be used as a resource for proposal | The STEP Proposal training recording will be posted on the eGrants RFP page. |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | <p>preparation?</p> <p>I noticed you had a webinar about this program; is there any way we can receive a copy of the webinar for review?</p> | <p>Unfortunately, the General grant training session was not recorded due to a malfunction and will not be posted.</p> |
| 5 | <p>Does DUI Minor have to be included as an enforcement goal to the FY-2015 proposal. If yes, if there is no data to support previous citations/arrests for DUI by a minor, what mechanism should be used to support a baseline.</p> | <p>No, DUI Minor does not have to be included as an enforcement goal. If not included as an enforcement goal, a zero must be placed in the planned DUI Minor target number in the Law Enforcement Objective Performance Measure Page.</p> |
| 6 | <p>In preparing the budget for our proposal, staff has spent in excess of 10 hours searching for products made in the USA so that we can obtain accurate prices for supplies. We have not been able to find some consumable supplies made in the USA, such as colored pens, toner cartridges, name tag holders, etc. What should we do to budget for these items? They are necessary for our work.</p> | <p>Until clarification is received regarding the Buy American Act (which hopefully will be soon), we are requesting that all products purchased through our Traffic Safety funding be American made.</p> <p>We recommend you go ahead and budget for the items needed and we will negotiate what items are acceptable once the Buy American Act guidance is issued, if your proposal is recommended for funding.</p> |
| 7 | <p>Please explain types of documents supporting fringe benefits.</p> | <p>Documentation to support fringe benefits would consist of your agency's normal operating procedural documents on payment of fringe benefits. There should be no change in this procedure for a federally-funded Traffic Safety grant.</p> |
| 8 | <p>Please define local cost share. Is this the same as applicant cost share?</p> | <p>The local cost share (or applicant cost share) are matching funds which are the cost sharing requirements by TxDOT from the proposing agencies. All proposals must include a minimum of 20% match contributions of the total costs for the project.</p> |
| 9 | <p>The form they are using for match to discuss on our eGrants training, can I</p> | <p>Yes, this document will be posted on the</p> |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | please get a copy of this? | Traffic Safety eGrants Help page. |
| 10 | Our agency is seeking a county project (not statewide) and plans to partner with public schools in the county. For the proposal, do we need to specifically list schools by name or is it acceptable to mention the number of schools that we plan to partner with without listing the specific school names? | The specific schools do not need to be listed in the proposal. It will be acceptable to provide the number of schools that you plan to partner with. |
| 11 | Each field in e-grants has a character limit, does this include spaces or is it characters only? | The character limits in all eGrants fields includes spaces and all characters. |
| 12 | What did they say the scoring was to earn points on match? I did not hear her clearly | This information is included in the STEP Scoring Criteria located on the 2015 Traffic Safety eGrants Request for Proposal page. |
| 13 | May an organization submit more than one proposal? Each proposal would address a different Program Area as defined in the RFP. | <p>For STEP grants, only one proposal can be submitted, with the exception of those requesting a Commercial Motor Vehicle (CMV) STEP. See page 38 of the RFP on how to request a CMV and an additional STEP proposal.</p> <p>For a General 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. General proposers may submit as many proposals as it wishes.</p> |
| 14 | What is the intended target audience for the strategy termed “Ensure availability of program and project management training” for the Performance Measures for Program | This refers to training for TxDOT and subgrantee managers. This could include training such as grant delivery meetings, proposal training, performance report and reimbursement request training, or |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | Area 1-Planning and Administration on page 11 of the RFP? | special training offered by TxDOT or NHTSA. |
| 15 | When I conduct my speed survey at what percentage over the posted speed limit do I tag the target vehicle to be speeding. Posted speed is 30 is it 10% over 20% over at what speed do you want it to count as speeding on my survey. | While conducting surveys, any mile per hour over the posted speed limit is considered speeding. Therefore, all vehicles over the speed limit (regardless of the amount) should be listed on the survey as speeding. |
| 16 | If our agency standard indirect rate is, as an example, 30%, but we only charge 15% to the grant, can we claim the 15% difference as match? | Yes, the difference can be claimed as match to the grant. |
| 17 | Is attendance to the Live Savers conference a mandatory requirement for subgrantee? | No, attendance to Life Savers is not a mandatory requirement for a Traffic Safety subgrantee. This is an out-of-state conference. |
| 18 | For STEP Wave with enforcement of speed laws, is a lidar radar unit eligible for reimbursement? | <p>TxDOT may allow some equipment to be purchased by STEP grants; however, the proposal must reflect that the equipment will play an Integral role in the project.</p> <p>Any equipment purchased for a grant must be necessary, reasonable and allowable to the grant program and will have to be purchased during the specific grant year.</p> <p>In addition, any equipment purchased must be used exclusively for the grant.</p> |
| 19 | The travel and training expenses associated with the Life Savers conference can we consider this as part of match? | Yes, provided these expenses are properly documented, they can be used as local cost share (match). |
| 20 | Can we use grant money to buy the following:- | <p>For the Radar, see question #18.</p> <p>The Traffic Safety Program in Texas</p> |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | <p>Radar</p> <p>Safety vest/body armor for officers</p> <p>Can grant funds be used to purchase a fully equipped police vehicle that will be used only for the grant activity?</p> | <p>does not allow the purchase of police vehicles, uniforms, firearms, body armor, etc.</p> |
| 21 | <p>Should there be a budget line item under "Travel" if there is anticipated out-of-state travel even though prior approval is needed before travel out of state can occur?</p> | <p>Yes, all planned expenses should be included in the proposal.</p> |
| 22 | <p>Does TxDOT or the Texas Department of Motor Vehicles maintain a mailing list for all licensed drivers in a given county?</p> <p>Can grant proposers get this list?</p> <p>If not, how can grant proposers distribute traffic safety information to all licensed drivers?</p> | <p>The Department of Public Safety (DMV) maintains the database of licensed drivers. The Texas DMV maintains the information on registered vehicles.</p> <p>TxDOT is not required proposing agencies to distribute information to all licensed drivers. You would need to contact DPS of Texas DMV to see about obtaining information on mailing lists.</p> |
| 23 | <p>How many "media impressions" are considered sufficient?</p> | <p>This is up to the proposing agency to decide. This information should be presented in the performance measures and objectives to provide a solution to the proposed Traffic Safety problem identification in the proposal.</p> |
| 24 | <p>The scoring criteria include the demonstration of proven methods for measuring and evaluating project success.</p> <p>Can you please provide a definition or examples of such methods?</p> <p>Does this require a program evaluation by a certified independent evaluator</p> | <p>We are requesting how the proposing agency can measure and evaluate its own project (i.e., observational surveys, data analysis, surveys of participants in the program, general public surveys, measuring knowledge increase, impact evaluation, etc.).</p> |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | who is trained in program evaluation? | |
| 25 | When submitting a proposal to disseminate materials to increase driver awareness and education, does the specific design of the materials (e.g., brochure, PI&E) have to be shown in the proposal, or can designing the materials be included as part of the proposal activities? | The design of the PI&E materials does not have to be in the proposal. However, the materials design should be an activity in a separate PI&E objective. |
| 26 | The 20% matching funds can it come from salaries and benefits? | Yes, matching funds can come from any of the budget line item areas. |
| 27 | Regarding out of state travel preapproval, how do you get this approval? | Once a grant is executed, obtaining approval for out of state travel is accomplished through a "Supplemental Approval" in eGrants. |
| 28 | In the General Grants section is it possible to hire a new employee to undertake the grant responsibilities; for example, hiring a person to conduct meetings with public and schools. Can we hire an intern or student and pay them with the grant funds to complete project objectives/activities? | Yes, hiring staff to fulfill a grant's performance measures and objectives is an allowable expense and therefore, the salaries could be reimbursed through Traffic Safety funds. |
| 29 | Can the staff that is applying for the grant use the Traffic Safety Grant funds to pay for our hourly pay in house if we decide to complete the work tasks under the grant? | Yes, however to avoid supplanting, you must be increasing your agency FTEs and creating a brand new position. |
| 30 | How does In-kind funding work? | See Question #8 Match can be in-kind contributions. It does not have to be hard dollars. |
| 31 | Do we use the 2010 U.S. Census Data or are we supposed to use projected 2012 or 2013 U.S. Census Data? What | Page 33 in the RFP states to use 2011 U.S. Data. |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | is the most relevant data that is needed for the U.S. Census population/demographics? | |
| 32 | How would the program area which funds <i>Traffic Records</i> be implemented? Or in other words, what type of traffic records would be funded? | Projects must address the goals and strategies on page 20 of the RFP. |
| 33 | How do you add all of your roadways in your plan? Do you indicate that you will enforce your whole jurisdiction? | STEP agencies must only work the 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 once a grant is executed). |
| 34 | Do the warnings count for 2014? | No, warnings cannot be counted towards STEP performance in 2014. |
| 35 | Is the population based funding level solely based resident population, or can it be based on Traffic Counts/Transit Population? | The population must be based on resident population contained in the 2011 US census. This information is contained on page 33 of the RFP. |
| 36 | Can we apply/receive a step speed grant if we already pay officers overtime to work extra enforcement of traffic laws? | Yes, if your community has an identified problem (crashes, injuries and deaths) due to speed. Also, since overtime is already being worked, your agency needs to determine that there will be officers available to work the STEP grant. |
| 37 | When is the Traffic Safety Conference expected to take place? | We expect the Traffic Safety Conference to take place in early summer around the May-June time frame. |
| 38 | If you do not have a CMV yearlong but during your Comprehensive Yearlong Officers make CMV stops, can those be counted on your Monthly reports as CMV towards your STEP Element | It depends on the CMV stops. For example, if your agency has a speed element in your grant, and a CMV is pulled over for speeding, then the speed citation can be counted towards your |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | indicator. | <p>STEP indicator.</p> <p>However, if CMV stops and any ensuing citations issued are for offenses that are not elements of your grant, then these cannot be counted towards your STEP Element Indicator. These citations will be counted as “other” citations and will be counted towards your overall indicator.</p> |
| 39 | Is there any way to count Distracted Driving on FY 2014 towards the STEP Element indicator? | No, Distracted Driving citations cannot be counted until FY2015. |
| 40 | Since the Traffic Safety Conference referenced in the RFP is over 1 ½ years away, how do we budget for it in our proposal? Since hotel rates are based on the city, is there an average to use? How about the conference registration fee? Is there a best guess to use for that too? | <p>Hotel rates are based on the City; therefore, we recommend that you use the current hotel rates based on the U.S. General Services Administration (GSA) website located at: http://www.gsa.gov/portal/content/104877 for estimated rates for budget purposes.</p> <p>For conference registration fees, we recommend that you use previous fees or similar conference registration fees as a guide for your budget. The past Traffic Safety conference registration fee was \$300.</p> |
| 41 | For ‘out-of-state’ travel expenses... if we use all these expenses for part of our match, do we still need to obtain prior approval from TxDOT to go to Lifesavers? | Prior approval must be obtained from TxDOT before out of state travel costs occur to be considered for reimbursement. However, it is always recommended that you inform your grant Project Manager of plans to travel out of state before any travel begins. |
| 42 | Are DUI Minors mandatory in the RFP as the officer has the ability to file the full DWI charge while working STEP and may never make a DUI charge | No, DUI Minor is not mandatory. Also, see Question #5. |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | while working for the STEP Grant? | |
| 43 | <p>We have a STEP Enforcement Grant with 3 employees who work solely on this grant.</p> <p>This grant pays for enforcement hours only.</p> <p>Since the County has a policy for <u>County paid leave</u> (i.e., sick leave, vacation, compensatory leave); can these hours be charged to TXDOT?</p> | <p>Yes, paid leave can be an allowable expense through Traffic Safety grants if the employees are working 100% of their time on the grant.</p> <p>These would not be employees working overtime only.</p> |
| 44 | Is there a way to print out a copy of the application as we work on our draft? | Yes. To print out a copy of your entire application, choose "Access Management Tools" (not located in the proposal form pages) and click on the "Create Full Print Version" link. |
| 45 | Please define baseline. If we work holidays re: DWI, do we have to include DUI for minors? | No, see Question #5. |
| 46 | Where can I get the crash ranking data | Crash data can be requested through the TxDOT website. For the proposals, the crash data goes into a formula that includes population. |
| 47 | Could we send DRE's to National DRE Conference on the STEP Grant? | No. The Texas Traffic Safety Program has not allowed costs for DREs to attend the National DRE Conference as an allowable expense. |
| 48 | City has part time officers. They are allowed to work 19 hours per week. After the 19 hours worked, are they then able to work STEP and get paid time and a half | This would depend on your local policy. The policy must define these part time officer's work schedules and if they qualify for overtime. |
| 49 | I am not sure if I missed it, but what is the percentage for the 2015 STEP grant period (year-long) for TxDOT and | All FY2015 proposals must include a minimum of 20% local cost share (match). Additional proposal points are |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | Match? | awarded for match greater than 20%. |
| 50 | <p>What do you define as a distracted driver element? Our jurisdiction does not have a local ordinance. So are we restricted to only compiling data for a baseline as defined by state law?</p> <p>Can we conduct a survey to account for a percentage of the drivers operating while distracted by NHTSA guidelines?</p> | <p>The Distracted Driving is a STEP element that has been introduced for FY2015. This element is only to be selected if you have a documented problem on distracted driving and wish to have this element in your grant. As your jurisdiction does not have a local ordinance, then you would be restricted to working only those violations covered under state law.</p> |
| 51 | <p>Can our agency use federal funds it receives or In-kind funds to match the 20 % local match?</p> | <p>No, federal funds cannot be used as match for a federally-funded grant.</p> <p>In-kind funds that would support the grant would be allowable match.</p> |
| 52 | <p>If Awarded the \$20,000 and worked \$10,000 and grant is canceled are you still liable with the other \$10,000 matching funds?</p> | <p>Subgrantees are required to meet the match percentage stated in the grant, not the actual match amount proposed.</p> |
| 53 | <p>Can references be listed in a separate document or do they need to be spelled out in the problem ID and solution?</p> | <p>References should be uploaded as attachments and be referenced in the Problem Identification page of the proposal.</p> |
| 53 | <p>Can an agency's costs to send prosecutors to DWI seminars be used as match for the grant?</p> <p>If so, which costs are allowable? Course Registration, hotel, per diem, and mileage?</p> | <p>Yes, provided the prosecutors are playing an integral role with the Traffic Safety grant.</p> <p>All fully documented travel costs may be reported as match to the grant.</p> |
| 54 | <p>If course registration is allowable, where is that entered in the budget categories?</p> | <p>Course registration fees should be listed under budget item 700 (Other Miscellaneous). These costs should <u>not</u> be submitted under Budget Category 300 which is travel for grant staff only.</p> |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| 55 | Do you have a current hourly wage attributable to volunteers for match purposes? | <p>Yes, The approved Volunteer Match Rates per hour to be used on FY 2014-15 traffic safety grants are as follows: \$ 50 for CPS Instructor Technicians \$ 25 for CPS Technicians \$ 22.14 for all other volunteers</p> <p>Other volunteers includes those assisting traffic safety programs for bike, occupant protection, safe communities, alcohol and other drugs, and other general traffic safety activities. This rate is based on the most recent (2012) national rate found on the Independent Sector website. The CPS Instructor Technician and Technician match rates have been previously used by the National SAFE KIDS organization and would be applied only if performing those specific functions. These rates can be used for planning purposes for FY 2015 proposals</p> |
| 56 | You suggested writing the grant up in word and copying and pasting. Is there any plan to have the objectives section allow copying and pasting? | No |
| 57 | For the objectives section, is there a way to print out all of the objectives at once since this is such an "important part"? | Yes, all proposal pages in eGrants have a "Print Version" button at the top of the page. If you click on this button, eGrants will format and prepare the page for printing. |
| 58 | You have mentioned several times that attachments will not be scored and once indicated that they might not be read. Can you clarify what needs to be attached or why attachments are an option? | <p>Proposing agencies should submit all documentation that supports their proposed projects.</p> <p>For the Problem Identification:</p> <p>Charts, graphs, or tables uploaded in eGrants will be reviewed or scored (in relation to the Problem ID).</p> <p>Additional or continued narration (to the Problem ID) submitted as attachments uploaded in eGrants will <u>not</u> be reviewed</p> |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | | <p>or scored.</p> <p>Letters of support can be uploaded into eGrants, but these will not be reviewed or scored. Do not mail hardcopy letters to TxDOT, they will not be accepted, nor will they be scored.</p> |
| 59 | Are agencies required to have a 501 (C) 3 or equivalent to apply for TxDOT grants? | Organizations eligible for General traffic safety grants include state and local governments, educational institutions, and non-profit organizations. So, if an agency is a non-profit agency, then it must meet the requirements of a non-profit agency. |
| 60 | Counties Served: Is the RFP written only with current goals or do we include planned expansions into other counties? | You should indicate on the "Counties Served" page only the counties that will be impacted by your proposal for FY2015. |
| 61 | Does TxDOT have an average hourly rate of pay for law enforcement officers they would like for us to use? This is regarding match. | TxDOT does not have an average hourly rate of pay for law enforcement officers. The proposing agency would establish that rate and will need to justify how it was determined. |
| 62 | If a subgrantee will purchase an item that has already been produced and you can't customize it, will it be sufficient to add a sticker with the Save A Life logo or stamp each item with "In Cooperation with the Texas Department of Transportation"? | Yes, it is sufficient to add a sticker with the Save A Life logo or to stamp each item with "In cooperation with the Texas Department of Transportation" in cases such as this. |
| 63 | <p>Can we please be given an example of a special circumstance where federal funds can be used to purchase advertisements?</p> <p>When you say approval is needed in advance for media purchase, is it before the final grant is submitted, or after the grant is rewarded but prior to</p> | <p>No, these costs are not allowable. Only advertising agency vendors (separately procured by TxDOT) can purchase paid media with our grant funding.</p> <p>Also, see question #3.</p> |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | purchase of the AD space? | |
| 64 | <p>THE RFP States on page 5 that “This RFP is neither for media vendors nor for any paid media-related projects or activities.”</p> <ol style="list-style-type: none"> 1. Please define “media” in this context. Does this refer to radio, television, newspapers, and billboards? What about internet and social media? 2. If the radio/television/newspaper communications are donated is that acceptable? 3. Please provide examples of non-paid-media methods | <p>This RFP is neither for media vendors nor for any paid media-related projects or activities.</p> <p>Please see Question #3.</p> <p>Donated media can be counted as match.</p> <p>For internet and social media, 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> |
| 65 | Can we pick more than one goal? | Multiple goals can be addressed in a proposal, or separate proposals (for non-enforcement projects) can be submitted to address each goal. It is up to each agency to decide on the type of project it wishes to propose and the goal(s) that each proposal addresses. |
| 66 | Are you limited to a number of strategies? | No, you pick and choose those strategies (must choose at least one) that will be implemented in the “Problem Solution” section of your proposal. |
| 67 | If we want to raffle a prize to increase participation in our survey, can the raffle item be purchased through grant funds, or be offered at all? | No. Raffle items should not be purchased with grant funds. We recommend that gifts to be raffled come through donated sources. |
| 68 | Please let me know if I am understanding this correctly, we can buy promotional items to promote our grant campaign if they are going to be | Yes, that is correct. They would be considered a uniform if purchased only for grant staff. |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | passed out to the public, but we cannot purchase promotional items like t-shirt and caps to only be used by staff promoting the grant? | |
| 69 | In the training we were told to upload the charts and graphs and that they would be scored. Do we upload them as attachments to do they need to be in the body of the problem statement? | These documents should be uploaded as attachments and be referenced in the Problem Identification page of the proposal. |
| 70 | Is the \$22.14 volunteer match rate for FY14 (current year) or just FY15? | The \$22.14 volunteer match rate applies to FY2014 as well. |
| 71 | Has it been decided if we will be able to buy computers if it was approved in your grant since there are no America made computers? | Until clarification is received regarding the Buy American Act (which hopefully will be soon), we are requesting that all products purchased through our Traffic Safety funding be American made. However, for budget purposes, you should budget accordingly for computers provided the proposal reflects the need for computers that will provide an integral role of your project. We can determine later if they meet the Buy American guidelines |
| 72 | What is the average percentage increase for salaries each year? | TxDOT does not have an average percentage increase for salaries. If such an increase is proposed, your local policies and procedures should govern this activity. |
| 73 | Since we have to have approval for everything we purchase even though it was approved in the grant do we have to request approval before we fill an employee position? | It is recommended that the agency inform the TxDOT grant Project Manager that this activity is occurring. |
| 74 | In the needs sections, the surveys to be conducted, do you have the | Copies of the surveys identified in the RFP (that were conducted in FY2013) will be posted on the eGrants Help Page |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | instruments developed? | by December 20, 2013. |
| 75 | Can we purchase computers? | Yes, computers 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. Also, any equipment must be used 100% for the grant project if purchased 100% with grant funds. |
| 76 | Can we develop a webpage and contract with an agency to do it? | Yes, this could be an allowable expense. |
| 77 | To confirm, TxDOT would pay for fringe benefits for an employee. Are there any restrictions? | TxDOT can reimburse for fringe benefits, which include FICA, retirement, sick leave, holiday day leave, etc. if these costs are included in the proposal. There are no restrictions provided that the fringe benefits submitted for reimbursement follow the agency's normal practice for fringe benefits. |
| 78 | Can you further describe indirect costs – what is that for. Where do I get my rate? | <p>Indirect costs are those costs that cannot be charged directly to a grant. 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.</p> <p>Each agency or organization may have its own calculations for indirect cost. Contact your finance department to find out if you have an approved indirect cost rate. The rate must be properly time-framed for this grant period of October 1, 2014, to September 30, 2015.</p> |
| 79 | How do I print out a detailed budget for the grant? | See questions #44 and #57. |
| 80 | Do the percentages at the bottom of the summary budget have to be a certain % and does that percentage rate have to be the same for each individual detailed line item in the budget. | All proposals must contain a minimum of 20% local cost share (match). The match can come from one or all of the budget categories and do not have to be the same percentage for each individual |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | | detailed line item in the budget. |
| 81 | What did they say the scoring was to earn points on match? | The proposal score sheets (for STEP & General grants) are located on the 2015 RFP Help page in eGrants Help. See "Scoring Criteria." |
| 82 | Can we do different objectives in different counties?? | Yes. There may be different objectives in different counties, but TxDOT does expect that you clearly explain your project plan. The objectives and activities must show a comprehensive, organized, and well thought-out plan for implementation. There must be at least one activity for each objective, yet not more than 10 activities. |
| 83 | What type(s) of equipment are authorized through a TXDOT Federally funded grant? | Equipment may be authorized through our Traffic Safety grants, provided the proposal reflects that the equipment is an integral component of the overall project. Equipment must be used 100% on the grant if purchased with 100% of federal funding. |
| 84 | On problem and solution ID's – do the references need to be written out in the statements or can they be recorded as a number and have an attached document show the number with full information recorded? | 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 (to the attachment page of your proposal). |
| 85 | Participation time was talked about on the webinar. If I have people who are going through Child Passenger Safety training course, can I use their hours as match using the participation time? Most, but not all, of the technician candidate's registration is paid by the grant. | Yes, match for attendance at training courses is usually an acceptable source of match. It appears that the participant's time in this instance could be allowed, provided that documentation is retained that clearly supports the source, the amount, and the timing of the match contributions. However, if participants are paid with federal funds, their time cannot be used as match. |
| 86 | Can you please clarify the purchase of t-shirts. I thought t-shirt giveaways | Page 49 of the RFP states: "Promotional Items for Subgrantee |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| | <p>were not allowed but t-shirts used to identify workers at a fitting station was okay. During the webinar I thought I heard the opposite information.</p> | <p>Staff - T-shirts, uniforms, polo shirts, caps, etc. cannot be purchased exclusively for subgrantee staff. They could be purchased for general distribution.</p> |
| 87 | <p>I have created the application/RFP for our 2015 STEP Comprehensive Grant. Being new, I didn't see a place to create the application/RFP for 2015 STEP CMV Grant.</p> <p>It is my understanding that I may have to request assistance from you to create the CMV application.</p> | <p>Yes, please contact TRF_eGrantshelp@txdot.gov to request to initiate an additional proposal (for CMV) if you have applied for either a STEP Wave or STEP Yearlong grant for FY2015.</p> |
| 88 | <p>For the strategies in Driver Education and Behavior (10) in the RFP, does the creation and distribution of brochures with traffic safety information (key statistics, findings) qualify as an effective way to achieve the goal of developing and implementing publication information and education efforts on traffic safety issues?</p> | <p>Possibly. This would be up to the agency to outline in the proposal. All PI&E proposed in General proposals must include a PI&E objective with supporting activities.</p> <p>Also, see question #82</p> |
| 89 | <p>Can you provide more details about the performance measures listed under Driver Education and Behavior (10) in the RFP?</p> <p>Must the driver's attitudes and awareness be measured with a survey, or did you have other options in mind as well?</p> | <p>These are details that should be included in your proposal.</p> <p>Proposers are to select the strategy(s) that is/are the most appropriate toward addressing the proposed traffic safety problem/solution and propose performance measures and objectives that will assist in correcting the problem.</p> <p>The driver's attitudes and awareness survey, conducted in FY2013, will be posted on the eGrants Help page by December 20, 2013.</p> |

FY2015 Traffic Safety request for Proposals Questions and Answers

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| 90 | <p>Are the strategies for the motorcycle safety core (04) listed in the RFP limited to only motorcycle riders, or does it also include riders of other vehicles? (i.e., increasing publication information and education for drivers of other vehicles to be more aware and better able to judge motorcycles?)</p> | <p>Yes, one of the strategies listed under the Motorcycle Safety Core (04) is as stated” Increase public information and education on motorists’ responsibility pertaining to motorcycle safety.”</p> |
| 91 | <p>The scoring criteria include a question about whether the traffic safety data show “over-representation” and to compare local to state data, or state to national data.</p> <p>Please define the units of measure (e.g., means, totals, total per 100,000 population, etc) that are acceptable, and how much of a difference is needed to qualify as overrepresented (e.g., mean for local 5% greater than mean for state)...</p> | <p>These are details that should be included in your proposal, as stated in page 44 of the RFP. TxDOT does not define the unit of measure, but are requesting that all proposal data clearly demonstrate an over-representation, or data represented in excess or disproportionately large numbers to identify the problem in the problem statement of the proposal.</p> |