

FY2016 Traffic Safety request for Proposals Questions and Answers

#	Question	Answer
1	If you have a rather high Indirect Cost (i.e. 30%) can you choose to just use a portion of it as match (i.e.15%) and not use the remaining percentage at all?	Yes.
2	<p>Is there a limit on the award amount per organization?</p> <p>I need additional information on the RFP 8793. Can you provide the information regarding range of funding and record keeping overview?</p> <p>I need this information to make a decision on the training and submission of the grant.</p>	<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 20 of the RFP.</p>
3	<p>Is the leasing of computers a recoverable cost?</p> <p>Does the buy America act apply to leased equipment?</p>	<p>The leasing of computers could be a recoverable cost, provided the lease cost is deemed necessary, reasonable and supports the project plan in the proposal.</p> <p>The Buy American Act does apply to leased equipment.</p>
4	Does "Buy America" also apply if the equipment is to be paid by our organization via match and not TxDOT?	No, the Buy America Act does not apply to equipment purchased with local funds and applied as match to the grant.
5	I am attending the STEP proposal training. If I understand the instructors correctly, they are advising we can only put in for either a wave or year-long grant only. In the past our agency has put in for a SPEED step program on year-long and an IDM STEP program on wave. Can we no longer do this?	<p>Yes, you can submit a proposal for a year-long grant and you still may receive an IDM grant.</p> <p>Page 27 of the RFP states: "Communities with STEP Yearlong grants will still be considered for participation in special projects like Click It or Ticket (CIOT) and/or Impaired Driving Mobilization (IDM) campaigns throughout the year. <u>These projects will be solicited at a later time.</u></p> <p>Do not submit a proposal for CIOT and IDM projects."</p>

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6	<p>What are the volunteer rates we can use for the FY-2016 proposal? Is it the same rate that we use for our FY-2015 grant?</p>	<p>The approved Volunteer Match Rates per hour to be used on FY 2016 traffic safety proposals are as follows:</p> <p>\$ 50 for CPS Instructor Technicians</p> <p>\$ 25 for CPS Technicians</p> <p>\$ 23.40 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 (2013) State of Texas rate found on the Independent Sector website. The link to the independent sector site is: http://www.independentsector.org/programs/research/volunteer_time.html.</p>
7	<p>Can match not specifically listed in the grant proposal/ agreement be used as match later in the year to accomplish the match contribution requirements?</p>	<p>Yes, if applicable to the grant and properly documented, match items not specifically listed in the proposal/grant may be allowed.</p>
8	<p>Can you re-advise of where to find the super circular?</p>	<p>The Super Circular can be found at: http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf</p>
9	<p>What is the hourly rate being used for Law enforcement for match purposes?</p>	<p>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.</p>
10	<p>When will the new match guidelines be available?</p>	<p>The match guidelines document is being revised. However, until the revisions and review process is complete; please refer to the current Match Guidelines document located on the eGrants Help page.</p>
11	<p>If I have an indirect rate for FY 14 of 16.08%, but that document (from TxDOT) shows the rate is for FY14, but have completed an FY15 grant amendment for the same 16.08 %,</p>	<p>Yes, provided TxDOT has approved the rate through FY-2016 or has approved the use of this rate as a provisional rate for FY-2016. If this rate is provisional, a final rate must be submitted for approval within the provisional period.</p>

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	can I use this same for FY16?	
12	If several teaching instructors, teaching EMS, are individually hired rather than as a group, are they under procurement process? Does this state agency have to demonstrate how they hired each instructor that they use?	The state agency must adhere to its local procurement/contracting policies and procedures regarding hiring instructors.
13	Is the proposal training webinar going to be posted after it's done? I have to leave the office at about 4:15 so I'm going to miss the end.	Yes, the training sessions have been recorded and can be accessed through the eGrants RFP page at: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
14	Are subgrantees subject to GSA travel guidelines for hotel costs at National Lifesaver Conference?	Yes, TxDOT reimbursement cannot exceed the hotel and per diem rates established by GSA.
15	Does TxDOT follow the state salary schedules from the states auditor's office when determining what is a reasonable amount for a salary?	No, it is up to the proposing organization to determine the reasonableness of all costs, including salaries.
16	Will an agency get to see the scoring sheet when completed?	No, proposal scores are not released. An agency would have to submit an open records request through TxDOT in order to see proposal scores.
17	If grant project is aimed at collecting data for all Texas cities over X-number in population, do we choose "All State" for area covered, or do we have to list all the cities, then find out what counties they are located in and select the counties affected individually?	This depends on the population amount selected. If the amount includes a small number of cities, with smaller populations, then statewide may not be the best option. If the project is aiming at looking at many cities that are largely populated and are all throughout Texas, then this could be considered a statewide project.
18	If we are already an established subgrantee, do we get the same opportunity of not providing supporting documentation if our Indirect Cost is	If your agency has a current indirect cost rate that is approved annually by your federal cognizant agency, then you must use this rate and attach the supporting documentation to the proposal.

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	<p>less than 10%?</p> <p>Our agency has supporting documentation from TEA for our Indirect Cost, but we do not get the currently fiscal year information until July 1, which is a significant amount of time after proposals are submitted. Therefore, if we do have to provide the supporting documentation, if we get the grant would we then need to do an amendment to reflect the change in rates that we submitted during the RFP?</p>	<p>If, after approval, the rate has changed, then the grant would have to be amended to capture the revised rate.</p>
19	<p>On page 37 and elsewhere regarding the statement about securing permission from the Superintendent to conduct projects in schools more clarification please.</p> <p>We frequently are <i>invited</i> to schools to present information and programs to students. We do not have a specific grant objective for that nor do we plan one. How does this new requirement apply to us?</p>	<p>If you anticipate being invited to schools or working with a school in any way, then you must submit a plan for working with those schools. In the 2016 Proposals those working with public schools must include their "Plan" as an attachment that will be reviewed in the scoring process, for securing permissions to work in the schools.</p>
20	<p>Is personnel overtime pay an eligible expense for a General Grant?</p>	<p>Possibly, depending on your agency's internal policies and procedures and time keeping system.</p>
21	<p>How does TX DOT define a safety campaign? How is that different from public information and education efforts?</p>	<p>TxDOT and NHTSA tend to use public information and education "campaigns" and 'efforts' interchangeably. However, to answer your questions, in actually: A 'safety campaign' is a planned course of action formulated to achieve defined objectives around a safety issue. Included in a 'campaign' there are directed 'efforts' to provide program specific public information and education such as dissemination of materials, training, messaging, branding, social media, etc.</p>

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22	<p>For occupant protection geared at teaching the public on proper child protection seat assembly, can we use the goal of increasing occupant restraint? Or would that goal require we generalize to all passengers in vehicles and trucks?</p>	<p>Possibly, that is up to the proposing agency to decide. However, proposers must select at least one of the Strategies (outlined in Section Two – Program Needs) and address how the strategy will be implemented.</p>
23	<p>Would educational items for the public be listed under “equipment?” Or would they be listed under “supplies?” Would categorization depend on the unit cost?</p>	<p>Educational items are to be listed under budget category 700 – Other Miscellaneous.</p>
24	<p>There was a discussion regarding training materials to attach to the grant application. Are we allowed to apply for funding to develop those training materials or is it expected that these training materials are already developed?</p>	<p>Training materials could be an allowable expense, provided the training materials are included as an objective and/or activities in the proposal.</p>
25	<p>What types of items can be used for matching?</p> <p>As an example, if I propose to do a training course and invite twenty officers to the training, can I count their salaries while they are attending that training course as part of my match?</p> <p>Twenty officers attending a one day course = 20 x 8 x 25(average officer hourly salary rate) = \$4,000.</p> <p>Does something like this count?</p>	<p>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.</p>
26	<p>Just want confirmation that a school can apply for a grant developing a training program. The discussion seems that a law enforcement agency would partner with the district. What if a school wants to develop a program within their safety platform including developing a law enforcement training</p>	<p>General Traffic Safety grants are non-enforcement projects, including training programs, which address any of the 14 highway safety program areas; reference in Tables 2.1 – 2.15, Section Two of the 2016 Traffic Safety Program Request for Proposal. Your school’s safety platform, trainings, planned program, etc. must align with the highway safety program areas to</p>

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	<p>program that targets one or some of the target areas within the school.</p>	<p>qualify for consideration.</p> <p>Partnering with another group such as a law enforcement agency is optional and is really discerned by the needs of the program parameters. If you have a need to partner with another entity then yes, it must be included in the grant proposal.</p> <p>Please note that it most often requires the subgrantee to utilize their approved procurement process to establish a contractual relationship with partners (vendors). It is recommended that any outside partnerships be referenced generically in the grant proposal instead of naming a specific organization.</p>
27	<p>Is there a comprehensive list available of all previous grantees? One of the proposal selection criteria is based on prior performance, per page 45 of the RFP FY 2016 document. I would like to determine whether my educational institution was a grantee in previous years.</p>	<p>We do post on our eGrants log in page, a link to our current FY-2015 approved project list.</p> <p>If you have access to eGrants, log in and click on Organization(s). There you can click on “Organizational Members” to see who in your organization has access to eGrants, You can also click on “Organization Documents” which will list any eGrants documents your organization may have.</p> <p>If you do not have access to eGrants, please complete the New User link on the eGrants log in page.</p>
28	<p>Can you give us an example of an agency where a pre-award audit was conducted?</p>	<p>TxDOT’s current policy is that all eligible non-governmental organizations are subject to a pre-award audit prior to any grant execution if they have never had a grant with TxDOT.</p>
29	<p>Our organization is a 501C3 nonprofit which deals primarily with don’t text and drive and don’t drink and drive awareness thru safety rallies, educational seminars, print and other media.</p> <p>We are in a unique situation in that our organization will also run a Low</p>	<p>No, because you cannot distinguish the time spent on traffic safety. This would be difficult, at best, to document.</p>

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	<p>Power radio station licensed by the Federal Communications commission.</p> <p>Our goal is to utilize most of the programming to announce events and educate the community on driving safety.</p> <p>Can we fund some of our radio station costs since it is a nonprofit?</p>	
30	<p>We are a new applicant to the STEP program. Is there an example of the daily activity (time & effort) report on eGrants?</p>	<p>Yes, there are several examples of STEP Daily Activity Reports on the eGrants help page under "STEP Tool Box".</p>
31	<p>On the 20% match, if we check yes for the indirect, we are only then required to have the 10% at that point correct?</p>	<p>As a rule yes. However, if the grant contains equipment or subcontracts over \$25,000, these costs must be exempt from the indirect costs claimed. You must be an agency without a current, approved indirect cost rate to claim the standard 10% indirect cost rate.</p>
32	<p>Is court time for officers on STEP violations, during their regular time be used as match? Is this put under Administrative Duties time?</p>	<p>Court time is shown under other miscellaneous. The agency must study their past arrests/citations to determine what percentage do go to court and figure an average of how many hours each arrest or citation takes. They would then enter a formula into the proposed budget to show that.</p>
33	<p>If you use the 10% indirect costs as match, is it automatically calculated into your monthly RFR?</p>	<p>Yes, however, the indirect cost page must be completed for all grant RFRs that contain indirect costs.</p>
34	<p>Can you explain the box on the Wages/Fringe page that is next to the Fringe breakout area. The box that asks for explanation of regular hours used above (?) When this needs to be completed? Can subgrantee use regular hours for report preparation, etc. and put that explanation in the box?</p>	<p>Yes, this box requires an explanation of any regular time to be used on the grant. This could be regular hours for grant administration, report preparation, etc.</p> <p>In order to avoid any supplanting issue, grants that rely on the reimbursement of overtime hours should claim any regular hours as match to the grant.</p>
35	<p>You mentioned Distracted Driving. Can you give us more details for</p>	<p>The Distracted Driving is a STEP element that was introduced in FY2015. This element is only to be selected if you have a documented problem on</p>

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	distracted driving? Does the city have to have a city ordinance in place? Please explain.	distracted driving and wish to have this element in your grant. If your jurisdiction does not have a local ordinance, then you would be restricted to working only those violations covered under state law.
36	Will the points earned from the FY-2014 grants for maintaining the average monthly expense (+/- 10%) and average productivity (+/- 10%) incorporated into the FY-2016 scoring process.	These points will be component of the overall grade your agency receives for the year. This grade will be used as a tool to determine an organization's demonstrated effectiveness (to include past performance) in managing previous traffic safety grants.
37	Is it allowable to apply for a STEP grant to pay for a new officer full time position rather than existing officers overtime dollars? Obviously I am talking about creating a new full time position (through Council) and the officer would be devoted solely to STEP goals. Everything would be the same except for the budget salary items.	If you increase your agency FTEs and create a brand new position, this would be acceptable, provided all current FTEs are filled.
38	It was stated in the webinar that if you do more than the required minimum on the PI&E events there will be extra points added to the proposal score. Is that in writing somewhere and a point value for how much more than the required minimum?	Yes, please see the STEP Score Sheet located on the eGrants Help RFP page.
39	Is this 10% "gift" only for the 2016 proposals. How about for the 2015 IDM grants which are being built down.	No. 2 CFR, Part 200 (Super Circular) is not effective until the FY-2016 grant period; therefore, the requirements do not apply to the FY-2015 IDM grants.
40	Do we have to provide any documentation for the 10% match?	No documentation is required to claim the standard 10% indirect cost rate. An agency can only use this 10% rate if it does not have a current, approved indirect cost rate.
41	We are an I.S.D Police Department, my chief wanted to know if we are eligible to apply for a STEP grant?	Yes, Page 27 of the RFP Organizations describes eligible for STEP funds include the Texas Department of Public Safety, sheriff's offices, constable's offices, local police departments, and inter-governmental coordination entities for law

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		enforcement efforts; i.e. COGs.
42	Can we apply for STEP for speed enforcement AND CVE program all in the same grant? CVE would include OT for enforcement and equipment.	No. Page 31 of the RFP states: STEP Yearlong proposers may also apply for a STEP CMV proposal. However, a STEP Yearlong CMV proposal must be submitted separately. To apply for a STEP Yearlong CMV grant, please contact trf_egrantshelp@txdot.gov . Maximum funding amounts are split between the STEP Yearlong and STEP Yearlong CMV proposals and the combined funding amounts cannot exceed the limits allowed for the community
43	If we are interested in developing pre and post surveys for our educational efforts, would said surveys require prior TxDOT approval? If so, would we wait until the project period to route those surveys for approval by TxDOT?	These actions should be included in a grant objective. The objective's activities should clearly provide sufficient explanation to support the project objective.
44	If we needed TxDOT approval for curriculum or surveys created internally, what would be the process of doing so?	See answer to question #43.
45	Does TxDOT require that the child protection seats be geared to a certain age or weight range?	We allow various types of safety seats depending on the needs.
46	Is there a maximum cost per unit when purchasing child protection seats? Does this max include storage, shipping and distribution method(s)?	Page 37 of the RFP addresses this issue. It reads "Proposers requiring safety seats must include them in their proposals as a budgeted item, including quantity and budget amount to support the purchase (estimate seats at \$50 each). Proposals must include storage, shipping and distribution method(s).
47	Does TxDOT have a preferred vendor list for child protection seats?	No
48	Can we use the dollar amount of difference between our negotiated indirect cost rate and the amount we are requesting in our application as	Yes, the difference can be claimed as match to the grant.

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	match?	
49	If our budget contains funds for temporary workers hired through a temp agency, is this a 600 or 700 expense? Payment is made to the temp agency; not the worker.	This depends on the type of agreement that you have with the temp agency. If the agreement is considered a subcontract, then the expenses would fall under budget category 600. If this is another type of agreement, for example a purchase order, or other like instrument, it may follow under category 700. The proposal should contain adequate information to document the expenses and the budget category chosen.
50	If our budget contains funds to reimburse travel for non-employee, non-subcontractors, but rather participants in a conference which the grant is offering, is this travel expense shown in 300 or 700? There is no sub-contract involved. Payment is either made to the individual for travel and meals or the hotel for lodging. I think of 300 as being employee travel. I think of 600 as including subcontractor travel.	Non-subgrantee staff should be listed under budget category 700 "Other Miscellaneous". Budget category 300 should only be used for subgrantee staff only.
51	A question about the grant, generally: I am currently a grantee. I intend to significantly expand my grant to include new activities. Its scope will be broader. Do I need to so indicate this in the proposal, or just be very clear with the program manager if it is approved. There is such a limitation on # or words that I don't want to waste the words on emphasizing how it will be different.	Yes, each grant is for a one-year period and all proposals are competing against each other. You need to submit the best and most informative proposal you can.
53	Is it a requirement that 2012 crash data be included to support the grant request? Can 2013 and 2014 be included instead? Is it acceptable to use 2012 accident data?	Yes, the RFP specifies that supporting data must be 2012 or newer. Data older than 2012 can be included for trends.

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	Or is 2013 required (not available yet in FARS)	
54	Can county and state crash data be included for comparative analyses if the grant request is submitted by a city?	Yes. This should be determined by the proposing organization that this data supports the proposal's problem identification and solution and clearly shows an over/under representation of the data.
55	Can we put TxDOT's campaign slogans (e.g., Look Twice) on items of our choosing that we buy and then give away at educational events?	Yes, however all PI&E materials, including artwork, must be approved in advance by the grant project manager. All PI&E materials must include the TxDOT "Save A Life logo". These materials must be included in the budget under category 700 – "Other Miscellaneous".
56	<p>Does TxDOT have a state-contracted printing provider that does this? Who is it?</p> <p>Is this free or do we include the costs of the printing in the budget?</p> <p>If we want to add local data to the TxDOT brochures, do we contract a printer to do that, or does TxDOT have a printer that does it without charging our budget? Do we pay for the paper?</p>	<p>TxDOT does have a print shop that can print materials, provided the materials contain the TxDOT logo. This service is of no charge. However, all print jobs are subject to print shop availability and funding limitations.</p> <p>It is recommended that the proposal contain a line item for printing services in the proposal budget in case TxDOT cannot print the item(s).</p> <p>In addition, any local data to be added on the materials must be pre-approved by the TxDOT project manager.</p>
57	<p>Does TxDOT already have give-away promotional items that we can get free?</p> <p>What are they?</p>	Generally, yes; however, these materials are subject based on program content and availability. A grant project manager can check on the availability of the items based on the type of item and the program content.
58	<p>If we want to distribute TxDOT's infographics, brochures, and other paper materials, can we order those from TxDOT?</p> <p>If we want to add local data to the TxDOT brochures, do we contract a printer to do that, or does TxDOT have a printer that does it without charging our budget? Do we pay for the paper?</p>	<p>Yes. However, the project manager must review all requests and ascertain the availability and program content of available materials.</p> <p>And all information on the materials has to be approved by the project manager or TxDOT.</p>

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59	Can we advertise our educational events on the TxDOT Face Book page?	As a rule, yes. However, all events must be approved by the grant's project manager as well as TxDOT's internal social media relation representative. These actions should be included in the proposal under an objective's related activities.
60	Can we post pictures from our events on TxDOT's Twitter?	See Answer to #59.
61	Can TxDOT tell us how many hits coming from our county occurred on the TxDOT websites got before and after we conducted our educational events?	No, unfortunately TxDOT cannot distinguish hits on a website by county.
62	Under operational plan the enforcement period do these need to be exact times when we will have officers enforcing or can it be a range of times acceptable as long as we are enforcing sometime during the times on the grant proposal?	A Time range is acceptable. For example: For a roadway specified in a Speed element in a grant; Sunday – Saturday 6:00am – 11:00pm.
63	Can you explain how the crash ranking score is applied and what the numbers mean?	The crash rankings comprise 60% of a STEP score. These crash rankings are based on a formula applied to crashes per 10,000 populations.
64	My agency has ticket writers and we pay a service fee every year for tech support and software updates. Can we use that item on our proposal in the whole amount or a percentage of that cost as an item in this line item of the budget?	A percentage of the costs can be claimed based on the percentage of time that the ticket writers are used for the STEP program. For example, if the ticket writers are used approximately 30% of the time for STEP activities, then 30% of the costs may be claimed as match.
65	According to the population size of the jurisdiction, is that maximum amount including the match or just what is being sent to the agency that is participating?	The maximum funding amount, based on population of the community, applies only to the TxDOT portion of the budget.
66	Would TxDOT accept a proposal, under Program Area 6 - Pedestrian and Bicyclist Safety, to provide training to local road agencies that would focus on engineering improvements to urban streets and signals that promote safety for	No, these funds cannot be applied to infrastructure projects.

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	pedestrian and bicyclists?	
67	How does TxDOT define “rural” and “frontier areas” in the text of the target provided for Emergency Medical Services training?	<p>Frontier is a term to describe Texas that has a population of six or less inhabitants per square mile.</p> <p>The definitional of “rural” is any area or incorporated city with a population of less than 5,000.</p>
68	<p>We are a youth cycling nonprofit focused on youth active transportation (exploration, navigation and transportation by bike).</p> <p>We didn't apply last year because there wasn't any call out for youth related programming. It specifically said "adult cyclists". I am looking at this year's and it has the same language.</p> <p>I don't see anything in there that would be able to be applied for related to youth cycling so not planning on applying on our end again. Is that a fair assessment or am I overlooking something?</p>	<p>The RFP does address proposals for adult cyclists under the “High Priority Needs” section of the RFP.</p> <p>However, a proposal can be accepted if the proposal meets at least one of the strategies outlined under program area “Pedestrian and Bicycle Safety” on page 14 of the RFP.</p>
69	Is collaboration between a university and local entity (city) acceptable? If so, what is the best way to do that?	<p>The proposing organization must fully describe any collaboration identified in a proposal. The proposal should indicate the responsibilities of each party.</p> <p>The proposing organization must be cognizant of existing procurement rules and plan accordingly if this collaboration results in subcontract awards.</p>
70	Is it ok if one proposal covers more than one area (example bikes and driver education)?	For a General proposal, one proposal may be submitted that covers more than one 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.

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