

FY2017 TxDOT Traffic Safety Request for Proposals Questions and Answers

Q #	Question	Answer
1	Is the proposal training webinar going to be posted online?	Yes, the training sessions have been recorded and can be accessed through the eGrants RFP page: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
2	When I log into eGrants and click on "View Proposals" there are two options. One that is called "General" and one that is called "STEP". Both have the same due date and grant period. What is the difference between these two options? I want to be sure I complete the correct one.	<p>General Proposal - General Traffic Safety grants are non-enforcement projects which address any of the 14 highway safety program areas; reference Tables 2.1 – 2.15 in Section Two. Organizations eligible for General traffic safety grants include state and local governments, educational institutions, and non-profit organizations.</p> <p>STEP Proposal - Selective Traffic Enforcement Program (STEP) grants pay for overtime activities by law enforcement to reduce the incidence of speeding, driving while intoxicated, failure to use occupant restraint systems, intersection traffic control violations, and enforcement of state and local ordinances on cellular and texting devices. Only state and local law enforcement agencies and inter-governmental coordination entities for law enforcement efforts (i.e., COGs) are eligible for STEP grants.</p> <p>Please refer to the RFP https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</p>
3	Would TxDOT accept a proposal, under Pedestrian and Bicyclist Safety, to provide training to local road agencies that would focus on engineering improvements to streets and signals that promote safety for pedestrian and bicyclists? Can you get grants for traffic signs and signals, etc.?	No, these traffic safety funds cannot be applied to Infrastructure projects. Please refer to the RFP. https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
4	Is it permissible to apply for funding for a program that received previous TxDOT funding through the general grant?	Yes.
5	Are acronyms still allowed in the Problem ID, Problem Solution and Evaluation?	<p>Acronyms are allowed as long as the first time the acronym is used it is notated.</p> <p>Example: The Texas Department of Transportation (TxDOT) has 25 districts.</p>

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6	If you are making budget adjustments, can they be made on the Budget Summary page, or do they need to be made on each individual budget page, and then saved to the Budget Summary page?	All adjustments need to be done on each individual budget page and saved. Then go to the Budget Summary page and re-save the Budget Summary page.
7	What is the file size limit for attachments?	The file size limit is 4MB per attachment. eGrants will not accept attachments over 4MB. We recommend scanning attachments as black & white and low resolution. You can also split large attachments up into smaller attachments less than 4MB.
8	Where are the scoring criteria and guidelines located?	Please refer to the RFP for scoring criteria and guidelines. A sample scoresheet is posted on the RFP page. https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
9	If you do more than the required minimum on the PI&E events will there 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 refer to the RFP for scoring criteria and guidelines. A sample scoresheet is posted on the RFP page. https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html
10	Can you re-advise of where to find the Uniform Guidance (2 CFR Part 200)	The Uniform Guidance (2 CFR Part 200) can be found http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
11	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.
12	I am currently a subgrantee. I intend to significantly expand my grant to include new activities. Its scope will be broader. Do I need to indicate this in the proposal?	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.
13	Can I apply for a STEP yearlong and STEP wave?	Agencies are only allowed one STEP proposal. You cannot apply for a STEP yearlong and a STEP wave. The only exception is that an agency can also apply for a STEP CMV in addition to a regular STEP. You will need to email egrantshelp@txdot.gov to request to apply for the additional STEP CMV.

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14	Can we apply for STEP yearlong and STEP CMV program all in the same grant?	<p>No. The RFP states: STEP Yearlong proposers may also apply for a STEP CMV proposal. However, a STEP Yearlong CMV proposal must be submitted separately. You will need to email egrantshelp@txdot.gov to request to apply for the additional STEP CMV.</p> <p>Maximum funding amounts are split between the STEP yearlong and STEP CMV proposals and the combined funding amounts cannot exceed the limits allowed for the community.</p> <p>Please refer to the RFP https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</p>
15	What if I want a CIOT or IDM grant?	<p>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>
16	We are a new applicant to the STEP program. Is there an example of the daily activity (time & effort) report on eGrants?	<p>Yes, there are several examples of STEP Daily Activity Reports on the eGrants help page under “STEP Tool Box” https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html</p>
17	Is court time for officers on STEP violations, during their regular time be used as match? Is this put under Administrative Duties time?	<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>
18	Can you give us more details for distracted driving as a STEP element? Does the city have to have a city ordinance in place?	<p>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. If your jurisdiction does not have a local ordinance, then you would be restricted to working only those violations covered under state law.</p>
19	Is it allowable to apply for a STEP grant to pay for a new regular time officer position rather than existing officers overtime dollars? I am talking about creating a new full time position and the officer would be devoted solely to STEP goals.	<p>If you increase your agency Full Time Employees (FTEs) and create a brand new position, this would be acceptable, provided all current FTEs are filled and maintained.</p>

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20	We are an I.S.D Police Department, my chief wanted to know if we are eligible to apply for a STEP grant.	Yes, the RFP describes organizations 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 enforcement efforts; i.e. COGs.
21	On the operational plan under 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. Examples: Mon-Wed-Fri: 9PM–11PM Sun-Sat: 6AM-5PM Daily
22	For speed operational plans, can an agency use crash data from CRIS instead of speed surveys?	Speed Operational Plans are site specific and speed surveys are required. The proposed speed sites for enforcement must have 49% or less compliance rates. Unless, an agency has crash data to support enforcement of a specific speed site with 50% or more compliance rates.
23	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 population.
24	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.
25	What is the difference with the Alcohol under the STEP and the IDM grant?	STEP Yearlong Grants are 12 months. STEP WAVE grants have up to six enforcement periods, some of which the subgrantee gets to choose. These are listed in the RFP. The IDM grants have four planned enforcement periods. There is no formal proposal for the IDM grant and TxDOT analyzes crash data to determine funding eligibility at a later date. Do not apply for an IDM grant.
26	What is the hourly rate being used for Law enforcement for match purposes?	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.

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27	Does TxDOT have Match guidelines?	Please refer to the most current Match Guidelines document located on the eGrants Help page. https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html
28	Can “benefits” be used as part of the 20% grant match?	Yes. “Benefits” can be used as match. Please refer to the current Match Guidelines document located on the eGrants Help page.
29	If we already have an established approved indirect cost rate that is less than 10%, do we still have to provide supporting documentation?	Yes, 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 even if it is less than 10%. The rate will be auditable
30	Do we have to provide any supporting documentation if we choose the 10% indirect cost rate?	No supporting documentation is required to claim the standard 10% indirect cost rate. However; an agency can only use this 10% rate if it does not have a current approved indirect cost rate. If your agency has an approved indirect cost rate then you must use that approved rate even if it is less than 10%
31	Can we choose to just use a portion of our approved indirect cost rate (i.e. 20% of a 30% rate) in our proposal and use the difference (i.e. the remaining 10%) as match?	Yes, the difference can be claimed as match in the proposal.
32	On the required 20% match for the proposal, if we check yes for the 10% indirect cost rate, are we then only required to have an additional 10% as match at that point?	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 10% indirect cost rate
33	What are the volunteer rates we can use for the proposal?	The approved Volunteer Match Rates per hour to be used traffic safety proposals are as follows: \$ 50 for CPS Instructor Technicians \$ 25 for CPS Technicians \$ 24.66 for all other volunteers 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 (2014) State of Texas rate found on the Independent Sector website. The link to the independent sector site is: http://www.independentsector.org/volunteer_time

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34	Is the leasing of computers a recoverable cost?	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. Analysis will be needed for lease vs. purchase.
35	Is there a limit on the award amount for a proposal?	<p>We encourage you to review the anticipated funding levels for all programs in each program area in the RFP.</p> <p>For maximum funding amounts for STEP yearlong and STEP wave proposals refer to the RFP.</p> <p>The RFP addresses “High Priority Needs” areas that have certain funding limits.</p> <p>Maximum limits have not been established for General proposals.</p> <p>Please refer to the RFP: https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</p>
36	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.
37	Is there a limit to the number of grants a subgrantee can be awarded at a time?	No. General proposers may submit as many proposals as it wishes and there is no limit on the number of proposals an organization can be awarded.
38	If several teaching instructors, are individually hired rather than as a group, are they under procurement process? Does this agency have to demonstrate how they hired each instructor that they use?	The agency must adhere to its procurement / contracting policies and procedures regarding hiring instructors.
39	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.
40	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.

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41	Is personnel overtime pay an eligible expense for a General Grant?	Possibly, depending on your agency's internal policies and procedures and time keeping system.
42	Would educational items for the public be listed under "equipment?" Or would they be listed under "supplies?" Would categorization depend on the unit cost?	Educational items are to be listed under budget category 700 – Other Miscellaneous.
43	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?	Training materials could be an allowable expense, provided the training materials are included as an objective and/or activities in the proposal.
44	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>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>
45	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.
46	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.
47	Is there a maximum cost per unit when purchasing child protection seats? Does this max include storage, shipping and distribution method(s)?	<p>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).</p> <p>Proposals must include storage, shipping and distribution method(s).</p>
48	Does TxDOT have a preferred vendor list for child protection seats?	No.

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49	<p>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.</p>	<p>Non-subgrantee staff should be listed under budget category 700 "Other Miscellaneous". Budget category 300 should only be used for subgrantee staff only.</p>
50	<p>Is it a requirement that crash data is included to support the grant request? Can 2013 and 2014 be included instead?</p> <p>Is it acceptable to use 2012 crash data?</p>	<p>Yes, the RFP specifies that supporting data must be 2013 or newer.</p> <p>Data older than 2013 can be included for trends.</p>
51	<p>Can county and state crash data be included for comparative analyses if the grant request is submitted by a city?</p>	<p>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.</p>
52	<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>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>
53	<p>Does TxDOT have a state-contracted printing provider that does this? Who is it? Is this free or do we include the costs of the printing in the budget?</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>
54	<p>I do not see a call specifically for youth related cyclists under the "High Priority Needs" section of the RFP. It specifically said "adult cyclists"; can we still apply for a grant?</p>	<p>The RFP does address proposals for adult cyclists under the "High Priority Needs" section of the RFP. However, a proposal can be accepted if the proposal meets at least one of the strategies outlined under program area "Pedestrian and Bicycle Safety" in the RFP.</p>

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55	Is it ok if one proposal covers more than one area? example (bikes and driver education) or (pedestrian and bicyclists)?	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 a proposal as it wishes.
56	If we are using city cash match and not federal funds to purchase promotional items such as pens, does the buy America rule apply?	Promotional items purchased with local funds and applied as match to the grant are ok as long as the items are approved by TxDOT.
57	Will materials purchased with grant funds be required to meet Buy America standards?	Yes. Materials purchased with grant funds are required to meet Buy America standards. Please refer to the Buy America documentation located on eGrantsHelp https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html
58	Is there any issue with submitting multiple regional grants each targeting a single non-adjacent region/county in the state? Is it preferred that these be lumped into a single statewide grant? Is it required that these be lumped into a single statewide grant?	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 a proposal as it wishes.
59	Can shirts for volunteers to identify them as part of the project at events be purchased as PI&E?	No, shirts cannot be purchased as uniforms for volunteers or staff.
60	Would messaging on trains, buses, etc. be considered advertising (an unallowable cost) if this is a partnership between our agency and the transportation provider? (additional space provided by transit provider after initial space is purchased.)	No, this would be considered a media purchase and considered advertising and is not allowed for these types of grants. However; donated media not purchased thru the grant, can be used as match.
61	Can a bibliography be uploaded as an attachment, or does it need to be included in the Problem Identification form?	Yes, the bibliography can be uploaded as an attachment.
62	Can data from our own pilot studies be presented in charts/graphics and uploaded as attachment? Will this data be considered in the scoring?	Yes, this can be added as an attachment and be scored if it is charts and graphs only. Uploaded narratives will not be scored. Please refer to the RFP for full explanation.

