



TRAFFIC SAFETY PROGRAM REQUEST FOR PROPOSALS FY 2016

Prepared and Developed by:
The Staff of the Traffic Safety Section

Traffic Operations Division
125 E. 11th Street
Austin, Texas 78701-2483
(512) 416-3200
<http://www.txdot.gov/inside-txdot/division/traffic.html>



Table of Contents

Section One - Overview

Purpose	4
Funding	4
Grant Types and Eligibility	4

Section Two - Program Needs

Program Areas	7
Performance Measures	8
Federal Funding	20
High Priority Needs	21
Other Needs	22

Section Three - Proposal Submission

Schedule	24
Development	24

Section Four - STEP Grants

Eligibility	27
Funding	27
All STEP Proposals	28
STEP Yearlong	30
STEP Yearlong CMV	31
STEP Wave	31

Section Five - General Grants

Eligibility	37
Funding	37
Project Plan	38
Objectives and Performance Measures	38

Section Six - STEP and General Grant Budgets

Budgets.....	41
Indirect costs.....	41
Unallowable Costs.....	42
Attachments	43

Section Seven - Selection Process

Proposal Scoring	45
Proposal Selection	45
Highway Safety Plan	45

Section Eight - Terms and Conditions47

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 Targets and strategies of its traffic safety program to reduce the number of motor vehicle related crashes, injuries, and fatalities in Texas. These Targets and strategies form the basis for the Federal Fiscal Year 2016 (FY 2016) Texas Highway Safety Plan (HSP), which is submitted to the National Highway Traffic Safety Administration (NHTSA) for approval and funding. Each year, TxDOT Traffic Safety (TRF-TS) requests proposals for Texas HSP projects. The request goes out to state and local governments, educational institutions, and non-profit organizations. The FY 2016 project period is **October 1, 2015 – September 30, 2016**.

This RFP is neither for media vendors nor for any paid media-related projects or activities.

Funding

Authority and Responsibility for funding of 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). TRF-TS provides oversight of statewide projects and local projects at the agency's 25 districts. TRF-TS administers the program from its Austin headquarters in the Traffic Operations Division (TRF).

Grant Types and Eligibility

STEP Grants

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.

General Traffic Safety Grants

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.

Funding Constraints

- Funds are authorized on a Federal fiscal year basis only. Awarded grants are contingent upon the availability of Federal funds.
- Proposals selected for inclusion in the HSP 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.
- Federal and state grant funds cannot be used for lobbying.
- Supplanting is prohibited. Supplanting is defined as the "Use of Federal funds to support personnel or an activity that is already supported (paid for) by local or state funds".

Matching Funds

- All proposals must include a minimum of 20% local cost share (match).
- The amount of match provided is one of several scoring criteria items used during the proposal review and scoring process.

Data Universal Numbering System (DUNS)

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) require that grantees and subgrantees have a DUNS number. Please check with your accounting staff to determine DUNS compliance. To obtain a DUNS number, visit the Dun & Bradstreet website at: <http://fedgov.dnb.com/webform>.

Pre-Award Audit

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

Grant Schedule

Agencies may only apply for a one-year grant.

FY 2016 Grant Schedule		
Grant Year Type	Start Date	End Date
A one-year grant extends over a single Federal fiscal year.	October 1, 2015	September 30, 2016

Section Two

PROGRAM NEEDS

Program Areas

There are fourteen Traffic Safety program areas for potential consideration for funding. The program areas are divided into three categories: Core, Supplemental, and Support.

Program Area	Category	Description
Alcohol and Other Drug Countermeasures Motorcycle Safety Occupant Protection Police Traffic Services Speed Control Pedestrian and Bicycle Safety	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
Emergency Medical Services Railroad / Highway Crossing Roadway Safety Safe Communities School Bus Safety	Supplemental	The Supplemental Program Areas provide additional opportunities to reduce the number of motor vehicle crashes, injuries and fatalities
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

Performance Measures

Proposers are encouraged to review the Strategies contained in Tables 2.1 – 2.15 in this section before preparing a proposal. When developing a proposal, proposers must select at least one of the Strategies and address how the strategy will be implemented. Performance Measures which include a 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 tables (Tables 2.1 – 2.15) outline the FY 2016 Targets, strategies, and performance measures for each Traffic Safety program area:

Table 2.1: Overall State Target		
Targets	Strategies	Performance Measures
To reduce the number of motor vehicle crashes, injuries and fatalities		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]

Table 2.2: Planning and Administration – 01 (Support)

Targets	Strategies	Performance Measures
<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 HSP, response to Management Review, Corrective Action Plan (CAP) and Annual Report</p> <p>8. Number of training sessions provided</p>

Table 2.3: Alcohol and Other Drug Countermeasures – 02 (Core)

Targets	Strategies	Performance Measures
<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 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>

Table 2.3a: Alcohol and Other Drug Countermeasures, Cont. – 02 (Core)

Targets	Strategies	Performance Measures
To reduce the number of DUI-related crashes where the driver is under age 21	Improve education programs on alcohol and driving for youth. Increase enforcement of driving under the influence of alcohol by minor laws. Increase public education and information, concentrating on youth age 5-13 and 14-20, including parent education on drinking.	12. Number of 16-20 year old DUI drivers (alcohol or other drugs) in KAB crashes per 100,000 16-20 year-olds (CRIS)

Table 2.4: Emergency Medical Services – 03 (Supplemental)

Targets	Strategies	Performance Measures
To improve EMS care and support provided to motor vehicle trauma victims in rural and frontier areas of Texas	To increase the availability of EMS Training in rural and frontier areas. Increase EMS involvement in local community safety efforts.	13. Number of students trained in EMS classes

Table 2.5 - Motorcycle Safety - 04 (Core)

Targets	Strategies	Performance Measures
<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 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 and local traffic engineers.</p>	<p>14. Number of motorcyclist fatalities (FARS) [NHTSA C-7]</p> <p>15. Number of un-helmeted 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>

Table 2.6: Occupant Protection – 05 (Core)

Targets	Strategies	Performance Measures
<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 (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>

Table 2.7: Pedestrian and Bicyclist Safety – 06 (Core)

Targets	Strategies	Performance Measures
To reduce the number of motor vehicle-related pedestrian and bicyclist fatalities	<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 (FARS) [NHTSA C-11]</p>

Table 2.8: Police Traffic Services – 07 (Core)

Targets	Strategies	Performance Measures
<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 and sustain high visibility enforcement of state and local ordinances on cellular and texting devices.</p> <p>Increase public information and education on distracted driving related traffic issues.</p> <p>Increase public information and education on sharing the road with commercial motor vehicles (CMV).</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> <p>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)</p>

Table 2.9: Speed Control – 08 (Core)

Targets	Strategies	Performance Measures
To reduce the number of speed-related fatal and serious injury crashes	<p>Increase and sustain high visibility enforcement of speed-related laws.</p> <p>Provide community training on speed-related issues.</p> <p>Increase public information and education concerning speed related issues.</p>	<p>27. Number of speeding-related citations issued during grant-funded enforcement activities (eGrants) [NHTSA A-3]</p> <p>28. Number of speeding-related fatalities (FARS) [NHTSA C-6]</p>

Table 2.10: Traffic Records – 09 (Support)

Targets	Strategies	Performance Measures
To improve the timeliness, accuracy, completeness, uniformity, integration, and / or accessibility of crash related data bases	<p>Develop, Implement, Maintain, and Provide one or more of the performance attributes of timeliness, accuracy, completeness, uniformity, integration, and/or accessibility as defined by the “Model Performance Measures for State Traffic Records Systems”.</p> <p>Meet at least one of the following National Guidelines for Crash Records:</p> <ul style="list-style-type: none"> • MMUCC • MIRE • NEMSIS • NIEM • MIDRIS • HPMS 	<p>29. Number of Days from Crash Occurrence to Data Entered into System</p> <p>30. Percentage (%) of Reports with no errors on Critical Data Elements</p> <p>31. Percent (%) of Data File compliant with applicable National Guideline</p> <p>32. Percent (%) of Records linked to or with another System</p> <p>33. Improvement of Accessibility to Data Base Systems</p>

Table 2.11: Driver Education and Behavior – 10 (Support)

Targets	Strategies	Performance Measures
<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>34. Number of media impressions reached with traffic safety messages</p> <p>35. Driver attitudes and awareness concerning impaired driving, seat belt use, and speeding issues</p> <p>36. Number of distracted driving related KAB Crashes (CRIS)</p>

Table 2.12: Railroad / Highway Crossing – 11 (Supplemental)

Targets	Strategies	Performance Measures
To reduce KAB crashes at railroad/highway crossings	<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>	37. Number of KAB crashes at railroad or highway crossings (CRIS)

Table 2.13: Roadway Safety – 12 (Supplemental)

Targets	Strategies	Performance Measures
<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>38. Number of serious injuries in work zones (CRIS)</p> <p>39. Number of fatalities in work zones (CRIS)</p> <p>40. Number of persons trained in roadway safety classes</p>

Table 2.14: Safe Communities -13 (Supplemental)

Targets	Strategies	Performance Measure
To establish integrated community traffic safety programs to prevent traffic-related fatalities and injuries	Support the establishment and growth of Safe Communities Coalitions. 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.	41. Number of Safe Communities Coalitions

Table 2.15: School Bus - 14 (Supplemental)

Targets	Strategies	Performance Measure
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.	42. Number of school bus passenger fatalities per year on a five year average (FARS)

Federal Funding

The amount of Federal funds to be awarded during this RFP is estimated and therefore is 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 405 Occupant Protection	Section 405 Traffic Records	Section 405 Impaired Driving	Section 405 Motorcyclist Safety
01 – Planning & Administration (PA)	\$514,900.00	\$514,900.00				
02 – Alcohol & Other Drug Countermeasures (AL)	\$15,542,359.40	\$1,531,518.75			\$14,010,840.65	
03 – Emergency Medical Services (EM)	\$469,300.00	\$469,300.00				
04 – Motorcycle Safety (MC)	\$679,538.38	\$237,500.00				\$442,038.38
05 – Occupant Protection (OP)	\$5,276,048.61		\$5,276,048.61			
06 – Pedestrian & Bicyclist Safety (PS)	\$712,500.00	\$712,500.00				
07 – Police Traffic Services (PT)	\$10,925,000.00	\$10,925,000.00				
08 – Speed Control (SC)	\$391,400.00	\$391,400.00				
09 – Traffic Records (TR)	\$7,218,668.60			\$7,218,668.60		
10 – Driver Education & Behavior (DE)	\$3,336,400.00	\$3,336,400.00				
11- Railroad / Highway Crossing (RH)	\$72,200.00	\$72,200.00				
12 – Roadway Safety (RS)	\$486,400.00	\$486,400.00				
13 – Safe Communities (SA)	\$176,700.00	\$176,700.00				
14 – School Bus (SB)	\$151,050.00	\$151,050.00				
	\$45,952,464.99	\$19,004,868.75	\$5,276,048.61	\$7,218,668.60	\$14,010,840.65	\$442,038.38

Federal Fund Sources

- Section 402 – State and Community Highway Safety Programs Click [here](#) for the NHTSA Resources Guide Webpage
- Section 405 – Section 405 National Priority Safety Program (MAP-21) Click [here](#) for the NHTSA Resources Guide Webpage

High Priority Needs

Proposals are being accepted that address the strategies in Tables 2.1 – 2.15, as well as proposals that address specific program needs stated below. The amounts quoted in this section are estimated potential Federal awards, which are contingent upon the availability of funds.

Alcohol and Other Drug Countermeasures

- (1) Proposals are being accepted that address the problems of Driving While Intoxicated (DWI) and Driving under the Influence (DUI) of Alcohol by Minor. An estimated \$15.5 million in Federal funds are being dedicated to reduce the number of alcohol and other drug-related fatalities.
- (2) Proposals are being accepted to conduct Standardized Field Sobriety Testing (SFST) Basic or initial training courses for Texas Peace Officers statewide. The maximum potential Federal award for this project is \$150,000.00. Proposals can use the average hourly pay rate of law enforcement officers attending the course as a source of match. One (1) statewide project will be funded.
 - (a) Only TCOLE-certified contract providers that meet the General Traffic Safety Grant Eligibility requirements can apply to conduct SFST Refresher courses.
 - (b) Proposals for the basic/initial SFST course and the SFST refresher courses listed under #3 below may be combined into one proposal not to exceed \$650,000.00.
- (3) Proposals are being accepted to conduct Standardized Field Sobriety Testing (SFST) Refresher Training courses for Texas Peace Officers. The maximum potential Federal award for this project is \$500,000.00. Proposals can use the average hourly pay rate of law enforcement officers attending the course as a source of match.
 - (a) Only TCOLE-certified contract providers that meet the General Traffic Safety Grant Eligibility requirements can apply to conduct SFST Refresher courses.
 - (b) Proposals for the basic/initial SFST course and the SFST refresher courses listed under #2 above may be combined into one proposal not to exceed \$650,000.00.

Distracted Driving

- (1) Proposals are being accepted for raising the awareness of the dangers of distracted driving. The effort must be performed using non-paid-media methods for the delivery of the messages.

Motorcyclist Safety

- (1) Proposals are being accepted for raising the awareness of rider education, rider awareness, and motorist awareness. The effort must be performed using non-paid-media methods for the delivery of the messages.

Pedestrian/Bicycle Safety

- (1) Proposals are being accepted for improving riding skills and knowledge of traffic laws among adult cyclists.
- (2) Proposals are being accepted to provide education efforts that address and reduce the growing number of pedestrian fatalities and injuries.

Other Needs

Traffic Safety Conference

- (1) Proposals are being accepted for the execution of one (1) statewide conference to raise awareness of traffic safety issues and programs. This project will not provide funding for hotel rooms and registration fees for attendees. Those wanting to attend the conference need to budget travel costs and registration fees in their own proposal.

Surveys, Studies or Analysis

- (1) Proposals are being accepted for conducting a group of four (4) surveys to assess statewide occupant restraint use to estimate statewide belt use in 22 counties, front seat occupant restraint use in 18 cities, child occupant restraint use (0-4 years) in 14 cities, and school-aged (5-16 years) in 18 cities.
- (2) Proposals are being accepted for conducting one (1) survey in 18 cities to assess front seat driver and passenger occupant restraint use during the night.
- (3) Proposals are being accepted for conducting one (1) survey to assess statewide mobile communication use.
- (4) Proposals are being accepted for conducting one (1) survey to assess statewide driver attitude and awareness of traffic safety programs.
- (5) Proposals are being accepted for conducting one (1) survey to assess safety belt use in ten cities during the Click It or Ticket (CIOT) campaign; pre, mid, post campaign.
- (6) Proposals are being accepted to conduct one (1) in-depth analysis of three to five years (3-5 years) of Texas motorcycle crash data to produce a comprehensive motorcycle problem identification as well as to identify significant causation factors for motorcycle injuries and fatalities as detailed in the most recent Texas motorcycle program assessment.
- (7) Proposals are being accepted to conduct one (1) Driver Education Program Area Assessment as detailed in the “Novice Teen Driver Education and Training Administrative Standards” located at <http://www.nhtsa.gov/Driving+Safety/Teen+Drivers/InformationForStates> .

SECTION THREE PROPOSAL SUBMISSION

Schedule

The proposal process schedule includes major milestones and target due dates culminating in an executed grant agreement. The proposal submission due date is set; all others are subject to change. Any updates will be posted at: <https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html>.

The following table outlines the proposal schedule:

Activity / Milestone	Target Due Date
Submission	
Request for Proposals (RFP) Posted	11/07/2014
Proposal Submission Training – STEP General Grants	11/12/2014
Deadline for Proposal Questions	12/05/2014
Proposal Q&A Posted	12/12/2014
Deadline for Proposal Submission	01/08/2015
Scoring and Negotiations	
Proposals Scored	02/16/2015
Proposal Negotiations Completed	04/17/2015
Funding Approval	
Funding List and Minute Order Developed	05/01/2015
Funding Approved By Transportation Commission	05/28/2015
HSP Development	
HSP Drafted and Reviewed	06/01/2015
HSP Submitted to NHTSA	07/01/2015
HSP Approved and Published	09/01/2015
Award Grants	
Grants Awarded, Executed and Activated in eGrants	10/01/2015

Development

Program Area Targets

Proposals must comply with the Targets and strategies outlined in Tables 2.1 – 2.15 in Section Two: Program Needs.

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. The publication is located at <http://www.ghsa.org/html/publications/index.html>.

eGrants

- All proposals must be completed in eGrants at: <https://www.txdot.gov/apps/egrants>.
- To set up an eGrants account, select the “New User” link on the eGrants Login page.
- For help and resources, select the eGrants Help link on the eGrants Login page.

Training

- Training will be provided via webinar. Login and call-in information are located at: <https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html>.
- There will be two (2) training sessions; STEP and General Grants. Proposers are encouraged to attend the webinar training for their respective proposal type:
 - Wednesday, November 12, 2014 – STEP Traffic Safety Grant, 8 a.m. – 12 p.m. CST.
 - Wednesday, November 12, 2014 – General Traffic Safety Grant, 1 p.m. – 5 p.m. CST.

Questions

- All proposal-related questions must be submitted via email to TRF_RFP@txdot.gov by 5 p.m. CST on December 5, 2014. All email subject lines must be preceded by “RFP Question:” followed by a specific topic.
- A question-and-answer document will be posted by December 12, 2014, at: <https://www.txdot.gov/apps/egrants/eGrantsResources/rfp.html>.
- Telephone inquiries regarding the development of proposals are not accepted.

Submission

- Proposals **must** be submitted via eGrants by changing the status in eGrants to “Proposal Submitted” no later than 5:00 p.m. CST, Thursday, January 8, 2015. Proposals will not be accepted after 5:00 p.m. CST, Thursday, January 8, 2015. Submitted proposals cannot be returned to the proposer for modifications or changes.
- Proposers must ensure they are using and submitting the correct forms in eGrants specific to the grant type.
- 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 proposer 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. Please do not mail hard copies to TxDOT. Any hard copies received will be discarded.
- Proposals for potential statewide projects in public schools must include a detailed description explaining the public schools’ inclusion in the planning process and the school’s participation in the proposal. The description needs to be submitted as an attachment to the proposal.
- Failure to follow the above requirements will disqualify your proposal from the scoring process.

SECTION FOUR STEP GRANTS

Eligibility

- Organizations eligible for STEP funds include the Texas Department of Public Safety (TxDPS), sheriff's offices, constable's offices, local police departments, and inter-governmental coordination entities for law enforcement efforts; i.e. COGs.
- All jurisdictions are eligible for STEP Yearlong grants regardless of population.
- 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. These projects will be solicited at a later time.
- Do not submit a proposal for CIOT and IDM projects.

Funding

Funding for STEP grants helps pay for overtime activities by local law enforcement to reduce the incidence of speeding, driving while intoxicated and driving under the influence of alcohol by minor, failure to use occupant restraint systems, intersection traffic control violations and enforcement of state and local ordinances on cellular and texting devices. Enforcement grants come from one or more of the TRF-TS program areas.

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

Program Area	STEP Type
Alcohol and Other Drug Countermeasures (AL)	Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) of Alcohol by Minor
Occupant Protection (OP)	Failure to Use Occupant Restraint
Police Traffic Services	Intersection Traffic Control (ITC) Distracted Driving (DD) Commercial Motor Vehicle (CMV) to include Speed, OP, and Hazardous Moving Violations (HMOV)
Speed Control	Speed

Comprehensive STEP grants consist of two or more of the enforcement elements including speed, occupant protection, DWI / DUI of Alcohol by Minor, Intersection Traffic Control (ITC) and Distracted Driving (DD) and will be funded under the Police Traffic Services Section.

STEP Yearlong

A maximum funding amount has been established for STEP Yearlong proposals submitted by communities, based on the population of the community and available crash data. Proposers may apply for a STEP Yearlong or STEP Wave **and** a STEP Yearlong CMV grant, but no more than the established 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 the established maximum federal budget per year based on **2011 U.S Census** estimated population:

Population of Jurisdiction	Amount	Population 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		

STEP Wave

The maximum reimbursable amount allowable for a STEP Wave grant is **\$40,000.00** per agency.

All STEP Proposals

- Law enforcement agencies that propose a STEP Yearlong grant or a STEP Wave grant may also apply for a STEP Yearlong CMV project. For funding limitations, see table on this page.
- Proposals for a STEP Yearlong grant are limited to one STEP element or combinations of the following STEP elements:
 - Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) of Alcohol by Minor
 - Occupant Protection (OP)
 - Speed
 - Intersection Traffic Control (ITC)
 - Distracted Driving (DD)
- Proposers should submit one combined STEP Yearlong proposal that covers the desired traffic safety elements. Proposals that address two or more elements will be classified as a STEP Comprehensive.
- STEP Wave proposals are limited to a **minimum** of three (3) holiday periods per year or a **maximum** of six (6) holiday periods per year (see page 32). Consisting of one or more of the following:
 - Driving While Intoxicated (DWI)/Driving Under the Influence (DUI) of Alcohol by Minor
 - Occupant Protection
 - Speed Violations
 - Distracted Driving
- Law enforcement agencies may apply for **only one** of the following grants:
 - STEP Yearlong
 - STEP Wave

Public Information & Education (PI&E)

Law enforcement agencies are required to provide PI&E activities, including the distribution of PI&E materials, throughout the grant period. Salaries being claimed for PI&E activities must be included in the budget. Proposal help for budgeting PI&E Salaries and Fringe Benefits is located at: <https://www.txdot.gov/apps/egrants/eGrantsHelp/Proposal/STEPSalariesFringeBenefits.html>

The minimum **required** number of PI&E activities for a STEP Yearlong is as follows:

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

Operational Plan

All STEP Yearlong proposals **must** include an Operational Plan. The Operational Plan is designed to aid law enforcement agencies with defining roadways and locations where enforcement efforts will be concentrated when working on a STEP Yearlong project. Operational Plan instructions are located at: <https://www.dot.state.tx.us/apps/egrants/eGrantsHelp/Proposal/Operational%20Plan.html>

Policies and Procedures

All STEP agencies **must** either have established written STEP operating policies and procedures, or develop policies and procedures **prior to** a STEP grant being executed. Each STEP agency will certify that it has, or will develop such procedures during the proposal process in eGrants. The following table outlines the required minimum local policies and procedures:

<u>Requirement</u>	<u>Description</u>
Roles and Responsibilities	a description of which position serves as STEP project director and a list of their main responsibilities
STEP Shifts	a description of how the agency selects individuals to work a STEP Shift
Authorization to Work	a description of how prior approval is obtained for an individual authorized to work a STEP shift
Work Restrictions	a list of any restrictions imposed on working STEP, such as limitations on the number of hours an officer can work per shift, etc.
Supervision	a description of how the agency supervises officers working STEP shifts
Overtime Status	a description on how the agency determines an individual's overtime status before working STEP
Documentation	a description of how an individual's time worked on a STEP shift is documented
Required STEP Documentation	a description of the paperwork that is required after the STEP shift ends (i.e., time sheets, overtime cards, STEP daily activity reports, citations, etc.)
Approval	a description of the process the supervisor uses to approve and document the hours worked
Performance Targets	a description of the process used to oversee the agency's performance toward meeting the grant's performance measures/target numbers

STEP Yearlong

Requirements outlined in this section apply to all STEP Yearlong including STEP Yearlong CMV proposals.

Selection of Elements

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

STEP Yearlong Elements	
Element	Target
Driving While Intoxicated (DWI)/ Driving Under the Influence (DUI) of Alcohol by Minor (AL)	To reduce the number of alcohol impaired and driving under the influence of alcohol and other drug-related crashes, injuries, and fatalities and to reduce the number of DUI of Alcohol-related crashes where the driver is under the age of 21
Occupant Protection (OP)	Increase occupant restraint use in all passenger vehicles and trucks (safety belt and child safety seat usage)
Speed (SC)	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
Distracted Driving (DD)	To reduce the number of distracted driving related crashes, injuries and fatalities. This STEP element provides for enforcement of state and local ordinances on distracted driving arising from the use of cellular and texting devices in vehicles
Commercial Motor Vehicle (CMV)	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 (HMOV)

NOTES

- Proposals that address two or more elements are classified as STEP Comprehensive.
- 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.
- Proposals with an OP element will be required to conduct seat belt enforcement during the annual Click it or Ticket mobilization and submit a performance report detailing enforcement activities.

- Proposals with a DWI element will be required to conduct DWI enforcement during the annual Labor Day Impaired Driving Mobilization and submit a performance report detailing enforcement activities.
- Proposals with Speed and Occupant Protection elements will require survey data. This data must not be older than **September 1, 2014**. Procedures are located at: <https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html>. Select “STEP OP and Speed Survey Tools” link under the “Toolbox” heading.

Baseline Information

Baseline information serves as a foundation for proposers to measure pre-grant traffic enforcement activity. Baseline information **must** be provided by the proposers to identify local traffic enforcement related activity. The information must **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 a community. The surveys and citations must be from the site location (city, county, roadway section, statewide), that the STEP will target. TRF-TS will use CRIS data to score and rank STEP proposals.

NOTE: A baseline number must be provided for each measure in a STEP proposal.

NOTE: Citation data older than calendar year 2012 will not be accepted. Only data for citations other than STEP must be used to establish the baseline.

Documentation

Example of verifiable, current, and applicable data sources include, but are not limited to:

- Agency citation data files
- Municipal or JP court files
- State or local surveys or assessments (i.e., TTI Safety Belt Survey)

STEP Yearlong CMV

STEP Yearlong CMV proposals **must** include enforcement of **all** of the following components:

- Speed
- OP
- HMV

NOTE: STEP Yearlong proposers may also apply for a STEP Yearlong 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.

STEP Wave

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

- DWI/DUI of Alcohol by Minor - Jurisdiction Wide (DWI enforcement effort **must** be focused at locations where there is an over-representation of alcohol-related crashes and/or DWI/DUI of Alcohol by Minor arrests).
- Speed - Jurisdiction Wide (Speed enforcement **must** 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.
- Distracted Driving – Jurisdiction Wide.
- Proposers 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, 2014**, and must follow TRF-TS survey data protocol. Procedures are located 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 three (3) required Wave periods and may choose up to three (3) optional Wave periods.

REQUIRED

- Christmas/New Year’s Day
- Memorial Day
- Labor Day

OPTIONAL

- Halloween
- Thanksgiving
- Valentine’s Day
- Spring Break
- Independence Day
- Special Event Period

Special Event Period

- Defined as a time period where the community sees an increase in traffic volume and increased enforcement would prove beneficial; i.e. county fairs, local rodeos, conventions, beach/lake traffic, etc.
- Consists of a minimum of four (4) and no more than seven (7) consecutive days of enforcement.
- Cannot be scheduled during any of the other required or optional STEP Wave periods.

NOTE: When selecting optional periods, they would become a requirement of the executed grant agreement.

PI&E Objective

Law enforcement agencies are required to provide PI&E activities, including the distribution of PI&E materials, throughout the grant period. The minimum number of PI&E activities for STEP Wave grants are as follows:

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

Further information is located at:

<https://www.txdot.gov/apps/egrants/eGrantsHelp/Proposal/STEPPI&EOjectivePerformanceMeasure.html>

Activities

Required activities for STEP Wave grants are listed below.

- **Pre-Surveys**

Pre-observational surveys establish safety belt usage rates and/or speed limit compliance prior to conducting any 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**

Local media events are conducted at least three (3) days prior to enforcement effort to maximize the visibility of enforcement to the public. The media events are intended to inform the public when, where, how, and why the safety belt, impaired driving, distracted driving, and/or speed limit laws that are being enforced.

- **Enforcement Effort**

The Target of increased enforcement efforts via a STEP grant is to place primary emphasis on increasing the number of citations or arrests for non-use of occupant restraints, impaired driving, distracted driving, and/or speeding, during peak holiday traffic.

- **Post-Surveys**

Post-observational surveys are conducted for each STEP 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 a subsequent STEP Wave.**

- **Post-Media Campaign**

Local media events inform the public on the rationale for safety belt usage, impaired driving, distracted driving and/or speed laws and communicates the results of the STEP Wave.

STEP Wave Calendar

The FY 2016 STEP Wave Calendar is located at:

https://www.txdot.gov/apps/eGrants/eGrantsHelp/WaveCalendar/STEPWaveCalendar_2016.pdf

Project Plan

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

Problem Solution

Elements are selected by a proposer to be included in a STEP proposal.

Objective, Performance Measures

The objective briefly indicates the specific purpose of the proposal. Performance measures and targets provide guidance to determine efficiency and effectiveness of the project; serving as a measure of progress. Each performance measure **must** be designed as an evaluative mechanism for measuring the project’s level of success. Performance targets determine progress of performance measures and

the impact on identified problems. Performance targets are expressed as a quantity or amounts and are monitored and reported throughout the grant period. **NOTE: Use the baseline number to establish the target for the performance measures.**

STEP Indicator

As scoring criteria, a point range is based on the data submitted compared to the statewide performance average, or STEP indicator, for each enforcement element selected. The STEP indicator is a target and not a quota, and is an established average for enforcement performance measures across the State. At no time does TxDOT require an individual officer to issue a specific number of citations during an enforcement period. Texas Transportation Code Section 720.002 prohibits using traffic offense quotas, and nothing in this request for proposal or any award issued under this proposal requires a traffic offense quota. The following table outlines a breakdown of the statewide average or STEP Indicator:

Statewide Average (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 (SC)	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
Distracted Driving (DD)	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 Per Arrest	1 DWI arrest per each six (6) hour enforcement period worked	100 hours divided by 6 Arrests= 16.67 DWI arrests
Driving Under the Influence(DUI) of Alcohol by Minor	6 points Per Arrest	1 DUI of Alcohol by Minor arrest/citation per each two (2) hour enforcement period worked	100 hours divided by 2 hours = 50 DUI of Alcohol by Minor arrests

NOTE: Warnings, either verbal or written, are not considered citations and therefore cannot be applied toward any performance measures, target numbers or STEP Indicator identified in the proposal. However, once a grant has been executed, TxDOT will accept documented (written) warnings that are associated with the grant's STEP elements in the agency's Performance Reports.

Although warnings cannot count towards establishing a grant's performance measures and target numbers, they will receive one-half the point value as STEP element citations and can be counted towards the agency's STEP Element Indicator in the Performance Reports. Only written warnings for STEP element violations are eligible for inclusion in the Performance Report.

NOTE: A minimum average of 2.5 points per hour will be required for STEP Yearlong and STEP Wave proposals.

NOTE: The STEP Element Indicator is increased by increasing the number of arrests and/or citations or decreasing the number of planned enforcement hours.

Calculator Tool

To calculate a STEP Element Indicator, the tool is located at:

<https://www.dot.state.tx.us/apps/eGrants/eGrantsHelp/ToolBox/StepElementIndicator.html>

SECTION FIVE

GENERAL GRANTS

Eligibility

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

Funding

Public Schools

Proposals for potential statewide projects in public schools must include their plan for securing permission from Superintendents to conduct the project in their schools.

Child Passenger Safety Seats

Safety seats will no longer be purchased by the Texas Department of State Health Services (DSHS) for other child passenger safety grants. New process for acquiring child safety seats is as follows:

- 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).

Problem Identification

Problem identification includes the problem statement and documentation of data.

- Additional or continuation narration uploaded as an attachment in eGrants will not be reviewed or scored by the proposal review teams.
- Charts, graphs, or tables uploaded in eGrants will be reviewed and/or scored by the proposal review teams.

Problem Statement

The problem identification description is one of the most important parts of a proposal. It **must** be as follows:

- **Clear, concise, and accurate description of the problem that the project aims to address**
- **Supported by relevant traffic safety data**
 - Causes of fatalities, injuries, crashes and property damage, site location (city, county, roadway section, statewide), and target population data.
 - The traffic safety data is current and specific to Texas/local communities.
 - Other pertinent data, such as safety belt use, may be included or substituted for crash data. Supporting data must include 2012 data or newer. Data that is older than 2012 can be included for trends.
 - Data must be sourced correctly for traffic safety purposes. Data must show an over-representation, or data represented in excessive or disproportionately large numbers. State projects should compare with national data and local projects compare to state data.
- **Specific to the problem(s)**

A strong problem identification description accurately defines the nature and magnitude of the specific problem(s) to be addressed by the proposed project.

Documentation

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

- Local law enforcement agencies
- Hospital and emergency room reports
- Texas Department of Public Safety (TxDPS)
- Crash Records Information System (CRIS) <http://www.txdot.gov/inside-txdot/forms-publications/drivers-vehicles/publications/annual-summary.html>
- State or local surveys or assessments; i.e., TTI Safety Belt Survey

Project Plan

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

Problem Solution

The proposed problem solution **must** briefly and clearly describe the scope of work and activities that will be performed to address the stated traffic safety problem(s). The solution **must** include methods, countermeasures, and strategies that could potentially minimize or eliminate the stated problem or increase traffic law compliance. The proposed solution must also detail the “who-what-when-where- how” in order to aid in the grant evaluation.

Problem Solution Relevance

The problem solution is relevant to the traffic safety problem identified. The solution proposes a comprehensive approach to address the problem and is properly scoped. The solution must include relevant strategies, tasks, and specific activities.

Evaluation

The proposal must clearly indicate how the project will demonstrate methods for measuring and evaluating project success. The proposal must have a definitive means of communicating objective(s) and expected outcome(s) in evaluating success. Proposers need to indicate in detail how their organization will evaluate the proposed projects to prove success.

Objectives and Performance Measures

Objectives, Action Plans and Activities

Objectives indicate the specific purpose of the project. Every Action Plan **must** contain high-level activities, with a **maximum** of ten (10) activities per objective. Objectives must meet the following criteria:

- Consistent with traffic safety problem solution (project purpose).
- Objective statements must form coherent, clearly stated sentences.
- Only one action plan page shall be completed per objective
- Do not submit administrative objectives that cover activities such as hiring staff, submitting, or completing performance reports or requests for reimbursements.

TRF-TS uses a guideline called the **S.M.A.R.T.** principle to assess performance Targets and performance measures. Objectives must use the S.M.A.R.T. criteria. Therefore, all objectives must be:

- **Specific**
- **Measurable**
- **Action-oriented**
- **Realistic**
- **Time-framed**

Performance Measures

All objective target numbers must be realistic and properly time-framed in order to measure project progress, including the following:

- Completion dates
- Tangible quantities
- Number of tasks
- Number of deliverables

Activities

Activities must meet the following criteria:

- Clearly provide sufficient explanation to support each project objective.
- Realistic, properly time-framed and sequenced.
- Support the overall scope of the proposed project.
- Begin with an active verb and provide sufficient explanation to support all objectives.

SECTION SIX

STEP AND GENERAL GRANT BUDGETS

Budgets

A proposal budget must support the project plan (problem solution, objectives and related activities). The proposed budget must be reasonable, necessary, and must include only cost-eligible line items.

Modifications

Once a proposal is submitted, the requested Federal award **cannot** be increased. A budgetary adjustment may be necessary if the budget is inaccurate, unreasonable, or unallowable. Minor modifications may be made during the grant negotiations process.

Support Documentation

Support documentation with specific details must be included with the proposal. Examples include:

- Travel plans
- Equipment type
- Large dollar items
- Fringe benefits
- Contractual services intended to be funded with grant monies
- Indirect cost; must provide a current final indirect cost rate approved by Federal cognizant agency or TxDOT. Provisional Indirect Cost Rates must include current grant year and a final rate must be submitted for approval within the provisional period.

Rules for the use of Federal highway safety grant funds are located at:

<http://www.nhtsa.gov/About+NHTSA/Programs+&+Grants/Resources+Guide>

Indirect Costs:

If any proposing agency does not have an unexpired, negotiated indirect cost rate by a cognizant Federal agency or TxDOT, the proposing agency may include an indirect cost rate of up to ten percent (10%) of the total amount of Federal funds awarded for all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and sub awards and subcontracts up to the first \$25,000 of each sub award or subcontract. *The amount claimed as an indirect cost must then be utilized as part of the total of the proposing agency's match contribution.* Federal funds will not be used to reimburse any portion of the 10%.

TxDOT will not disperse Federal funds to pay an indirect cost rate to a proposing agency without an unexpired, negotiated rate recognized by the Federal cognizant agency or TxDOT, nor allow an expired rate to be used as part of the agency's match amount. If an agency has an expired rate, then the agency may use the 10% rate, and that amount must be used as part of the match contribution.

Unallowable Costs

In addition to the unallowable costs outlined in the applicable OMB cost principles, there are some costs that must be authorized in advance or are prohibited under federal, state or local laws or regulations. These costs include, but are not limited to:

- **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 must be approved in advance. **Projects to purchase television and radio time (or any other media) are not being accepted through this RFP.**
- **Supplanting** - Federal funds cannot supplant (replace) funds from any other sources. Definition: 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 must be used as project match; provided that prior written approval is received from TRF-TS.
- **Office Furnishing** - Grant funds cannot be used to purchase office furnishings.
- **Out-of-State Travel** - Out-of-state travel requires prior written approval from TRF-TS.
- **Contractual Services:**
 - A subcontract in excess of \$25,000 may not be executed by the subgrantee without prior written concurrence by TxDOT.
 - Subcontracts in excess of \$25,000 shall contain all required provisions of the Grant Agreement Terms and Conditions.
- **Equipment over \$5,000** - Equipment with a unit acquisition cost of \$5,000 or greater is prohibited without prior written approval from TxDOT and NHTSA
- **Gratuities** - Tips and/or gratuities are unallowable
- **Lobbying** - Federal and state grant funds cannot be used for lobbying activities
- **Promotional Items for Subgrantee Staff** - T-shirts, uniforms, polo shirts, caps, etc. cannot be purchased exclusively for subgrantee staff
- **Alcoholic Beverages and Food** - Funds cannot be used to purchase alcoholic beverages or food. **The only exception is when performing underage drinking sting operations and with prior written approval from TRF-TS.**

Reimbursement

Payment or reimbursement before costs have been incurred is prohibited. Reimbursement are only made for costs incurred during the grant or contract period. All TRF-TS administered contracts and grant agreements include a maximum amount eligible for reimbursement. Fund advances are not allowed.

Attachments

Support documentation is any additional information the proposer wishes to include as a supplement to the proposal. Examples include but are not limited to:

- Statement of qualifications
- Training
- Experience of proposing entity
- Subcontractor
- Agency commitment
- Letters of Support

Support documentation is optional and will not be scored during the proposal review and scoring process. However, if used it must be uploaded as an attachment via eGrants. Do not mail support documentation to TRF-TS separately, it will not be accepted, and will be discarded.

SECTION SEVEN SELECTION PROCESS

Proposal Scoring

Proposal scoring is based on the problem identification and solution. TRF-TS scoring teams review and evaluate each proposal for relevancy to a state or local problem. The basis for scoring consists of, but not limited to, the following:

- Strength of problem identification supported with verifiable, current, relevant, and appropriate documentation.
- 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 2013. CRIS is the crash data source and the U.S. Census is the population source.
- Data categories will include:
 - DUI-related KAB crashes (alcohol and other drugs)
 - Intersection-related KAB crashes
 - Speed-related KAB crashes
 - Distracted Driving-related KAB crashes
 - 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

Proposal Selection

- Proposal selection is based on, but not limited to, the following criteria:
 - Program needs in order to maintain a balanced comprehensive program
 - Availability of dedicated Federal funding such as alcohol, occupant protection, motorcycle, etc.
 - Proposals that duplicate the efforts of existing projects will not be considered
 - Crash data – needs are based on properly-sourced crash data
 - Project grading – based on prior performance
- Selected proposals will be recommended to the TxDOT Commission for inclusion in the HSP.

Highway Safety Plan

The HSP is developed by TRF-TS based on the proposals recommended for funding. Funding is approved by the Texas Transportation Commission. Upon Commission approval, the HSP is submitted to NHTSA for review, comment, and final approval. The HSP is implemented on October 1 of every year, if Federal appropriations allow. Proposals approved for funding will become grant agreements in eGrants.

SECTION EIGHT TERMS AND CONDITIONS

Purpose - The main 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.

Rights - 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.

Corrections - TxDOT reserves the right to correct any errors and/or make changes to this solicitation as it deems necessary. Corrections and/or changes are post at:
<http://www.txdot.gov/apps/egrants/eGrantsResources/rfp.html>.

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.

Withdraw or Reduce - TxDOT reserves the right to withdraw or reduce the amount of an award or to cancel any contract or grant agreement resulting from this procurement if adequate funding is not received from NHTSA or other funding sources, or due to legislative changes.

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