



Notice of Funding Opportunity (NOFO)

Federal Agency

United States Department of Transportation (U.S. DOT)
National Highway Traffic Safety Administration (NHTSA)

Funding Opportunity Title

Collegiate Impaired Driving Learning Collaborative (CIDLC)

Announcement Type

Initial Announcement

NHTSA NOFO Number

693JJ923R000113

Assistance Listing Program Number (formerly CFDA)

20.614 - National Highway Traffic Safety Administration (NHTSA) Discretionary Safety Grants

Key Dates

NOFO Posted Date:	March 14, 2023
NOFO Questions Due Date:	March 28, 2023
Application Due Date:	May 15, 2023

TABLE OF CONTENTS

SECTION	TITLE
N/A	PROGRAM SUMMARY INFORMATION
	A. Federal Agency Name
	B. Funding Opportunity Title
	C. Announcement Type
	D. Funding Opportunity Number
	E. Assistance Listing Program Number (formerly CFDA)
	F. Key Dates
N/A	MISSION
A	PROGRAM DESCRIPTION
A.1	Purpose and Objective
A.2	Program Authority
A.3	Assistance Listing
A.4	Background
A.5	Administrative Priorities and Departmental Strategic Plan Statements
B	FEDERAL AWARD INFORMATION
B.1	Awarding Agency
B.2	Funding and Type of Award
B.3	Type of Applications
B.4	Period of Performance
B.5	Acronyms
B.6	Statement of Responsibilities
B.7	Deliverables (D) and Milestones (M)
B.8	Place of Delivery
C	ELIGIBILITY INFORMATION
C.1	Eligible Application
C.2	Cost Sharing or Matching
D	APPLICATION AND SUBMISSION INFORMATION
D.1	Address to Request Application Package
D.2	Content and Form of Application Submission
D.3	Unique Entity Identifier and System for Award Management (SAM)
D.4	Submission Dates and Times
D.5	Funding Restrictions
D.6	Other Submission Requirements
E	APPLICATION REVIEW INFORMATION
E.1	Criteria
E.2	Review and Selection Process
E.3	System for Award Management Review
E.4	Anticipated Announcement and Federal Award Dates
F	FEDERAL AWARD ADMINISTRATION INFORMATION
F.1	Federal Award Notices
F.2	Administrative and National Policy Requirements
F.3	Reporting
G	FEDERAL AWARDING AGENCY CONTACTS

NHTSA Notice of Funding Opportunity (NOFO) No. 693JJ923R000113
Title: Collegiate Impaired Driving Learning Collaborative (CIDLC)

SECTION	TITLE
H	OTHER INFORMATION
H.1	Disclosure of Information
H.2	Limited Use of Data
H.3	Payment for Unauthorized Work
H.4	Place of Performance
H.5	Seat Belt Use Policies and Programs
H.6	Protection of Human Subjects
H.7	Encouraging Policies to Ban Text Messages while Driving
H.8	NHTSA Review of Announcements or Publications
H.9	Conflict of Interest
H.10	Additional Information

PROGRAM SUMMARY INFORMATION

A. FEDERAL AGENCY NAME

U.S. Department of Transportation (Department or DOT)
National Highway Traffic Safety Administration (NHTSA)

B. FUNDING OPPORTUNITY TITLE

Collegiate Impaired Driving Learning Collaborative (CIDLC)

C. ANNOUNCEMENT TYPE

Initial Announcement

D. FUNDING OPPORTUNITY NUMBER

693JJ923R000113

E. ASSISTANCE LISTING PROGRAM NUMBER (formerly CFDA)

20.614 - National Highway Traffic Safety Administration (NHTSA) Discretionary Safety Grants

F. KEY DATES

NOFO Posted Date: March 14, 2023
NOFO Questions Due Date: March 28, 2023
Application Due Date: May 15, 2023

MISSION

The Mission of the National Highway Traffic Safety Administration (NHTSA), an operating administration of DOT, is to save lives, prevent injuries and reduce economic costs due to road traffic crashes, through education, research, safety standards and enforcement activity. To accomplish this, NHTSA awards grants to state and local governments, not-for-profit organizations, and other entities in support of motor vehicles and road traffic safety initiatives.

SECTION A - PROGRAM DESCRIPTION

A.1 PURPOSE AND OBJECTIVE

This purpose of this Cooperative Agreement (CA or Agreement) is to establish, pilot, and demonstrate the potential of a traffic safety related Learning Collaborative model, where multiple parties support each other toward a shared goal using a proven framework and process, to develop and refine a program to prevent impaired driving among 18–24-year-olds. The Recipient will establish a Collegiate Impaired Driving Learning Collaborative (CIDLC) that will plan, develop, study, and implement a scalable program to promote impaired driving prevention on college and university campuses. The goals of this Cooperative Agreement are to: (1) establish and manage a small group of college and university representatives; (2) facilitate the measurement and understanding of the impaired driving problem on and around college campuses as well as what is being done to combat it; (3) develop, plan and test impaired driving prevention methods, adjusting as needed based on outcomes; (4) develop an effective program based on what is learned; (5) disseminate the results to other schools and stakeholders in a format that is easy to use and replicate; and (5) produce a report evaluating the program, publishing the results and providing a model to establish the program at colleges and universities.

A.2 PROGRAM AUTHORITY

NHTSA may enter into an assistance agreement with a State or local agency, authority, association, institution, or person to carry out activities authorized by the Highway Safety Act of 1966, P.L. 89-564, as amended (see 23 U.S.C. § 403 (b)(2)(c)).

A.3 ASSISTANCE LISTING PROGRAM NUMBER (FORMERLY CFDA)

20.614 – National Highway Traffic Safety Administration (NHTSA) Discretionary Safety Grants

A.4 BACKGROUND

Motor vehicle crashes are a leading cause of death among 18-24-year-olds. Between 2015 and 2019:

- 11,250 18-24-year-old drivers with a BAC more than .01 were involved in fatal car crashes;

- 9,413 18-24-year-old drivers with a BAC more than .08 were involved in fatal car crashes; and
- 5,917 18-24-year-old drivers with a BAC more than .15 were involved in fatal car crashes.¹

While impaired driving messaging targets 21-34 year olds, college students (the 18-24 year-old cohort) are not targeted by alcohol, other drug, or polysubstance impaired driving interventions with messaging that is designed specifically for them. To reduce the number of impaired driving fatalities among this age group, NHTSA seeks to develop new approaches to change risky driving behavior among this age group.

One area where a new approach can be considered is the college campus. The drinking culture on most college and university campuses is well-documented but concerns about alcohol and drug use among this population are increasing. Underage drinking prevention programs are available to these institutions, but effective, evidence-based impaired driving prevention programs that are easy to deliver to students in this age range are not. Colleges and universities are a unique intervention point for 18-24-year-olds and an ideal place to implement impaired driving prevention education in concert with underage drinking prevention efforts. These institutions of higher learning experience frequent and consistent turnover and are populated by students who often have a shared cultural identity tied to their school. An approach that educates students to connect drinking and drug use with impaired driving on and around college and university campuses may prevent crashes, injuries, and fatalities among the 18-24 year-old cohort.

A.5. Administrative Priorities and Departmental Strategic Plan Statements

The Department is committed to advancing safe, efficient transportation, including in the CIDLC. The National Roadway Safety Strategy (NRSS), issued January 27, 2022, commits the Department to respond to the current crisis in roadway fatalities by ‘taking substantial, comprehensive action to significantly reduce serious and fatal injuries on the Nation’s roadways,’ in pursuit of the goal of achieving zero roadway deaths through a Safe System Approach. (See <https://www.transportation.gov/NRSS>). The outcomes that are anticipated from the project funded by CIDLC should align with the NRSS.

NHTSA seeks to issue an award that will create proportional impacts to all populations in a project area, remove transportation related disparities to all populations in a project area, and increase equitable access to project benefits, consistent with Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).

In addition, NHTSA intends to use the CIDLC project to support the creation of good-paying jobs with the free and fair choice to join a union and the incorporation of strong labor standards and workforce programs consistent with Executive Order 14025, Worker Organizing and Empowerment (86 FR 22829), and Executive Order 14052, Implementation of the Infrastructure

¹ National Center for Statistics and Analysis; FARS data run specific to this age group, October 2021

Investment and Jobs Act (86 FR 64335).

SECTION B - FEDERAL AWARD INFORMATION

B.1 AWARDING AGENCY:

Department of Transportation (DOT)
National Highway Traffic Safety Administration (NHTSA)

B.2 FUNDING AND TYPE OF AWARD

A total of **up to \$750,000.00** is available to fund up to one (1) discretionary Cooperative Agreement and is subject to the availability of funds. NHTSA will only accept one (1) application from each eligible applicant (see Section C.1, Eligible Applicants). Submission of an application is **not** a guarantee of award. Submission of an application is **not** a guarantee of award. The Government's obligations under this Cooperative Agreement are contingent upon the availability of appropriated funds from which payment for Cooperative Agreement purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available.

B.3 TYPE OF APPLICATION

NHTSA will accept only new applications under this Notice of Funding Opportunity.

B.4 PERIOD OF PERFORMANCE

All work required hereunder including preparation, submission, review, and acceptance of the final reports shall be completed within sixty (60) months of the effective date of the Cooperative Agreement. NHTSA currently anticipates the start date for new Federal awards to be on or about **September 2023**.

B.5 ACRONYMS AND DEFINITIONS

The acronyms and definitions listed below are used during the performance of the project. If the Recipient is currently using or has used any of the acronyms listed below differently, the Recipient will use the acronym listed below as defined under the Assistance Agreement only.

ACOR (CA)	Alternate Contracting Officer Representative Cooperative Agreement
CA	Cooperative Agreement
CIDLC	Collegiate Impaired Driving Learning Collaborative
CO	Contracting Officer
COR (CA)	Contracting Officer Representative Cooperative Agreement
DOT	Department of Transportation

NHTSA	National Highway Traffic Safety Administration
PM	Project Manager
RCAM	Recipient's Cooperative Agreement Manager
SME	Subject Matter Expert

As used in this NOFO:

“COR (CA)” means “Contracting Officer’s Representative (Cooperative Agreements.)” This individual is assigned by the Contracting Officer and designated in writing to serve as the government’s liaison with the Recipient for technical and administrative matters regarding the Cooperative Agreement.

“Contracting Officer” refers to that federal government employee who possesses a warrant authorizing him/her to obligate the government financially. The Contracting Officer is the only individual who is authorized, on behalf of the federal government, to execute the Cooperative Agreement.

“RCAM” means the “Recipient’s Cooperative Agreement Manager.” This individual is identified as the Recipient’s liaison with the federal government for technical and administrative matters concerning the Cooperative Agreement.

B.6 STATEMENT OF RESPONSIBILITIES

A. Under the Cooperative Agreement NHTSA will:

1. Designate a professionally qualified staff member, designated as the Contracting Officer's Representative (COR) (CA), to provide coordination between the Recipient and NHTSA;
2. Provide all essential background information and technical assistance to perform the Cooperative Agreement
3. Provide liaison with NHTSA Regional offices staff and others (Federal, state, and local), tasked with reducing traffic fatalities; and;
4. Stimulate the exchange of ideas and information among recipients of related projects through periodic meetings.

B. Under the Cooperative Agreement, the Recipient will:

1. Carry out the project as described in the Recipient’s project plan agreed upon at the time of the Cooperative Agreement Award;
2. Advise the COR (CA) of any problems or issues involved in the implementation or progress of the Cooperative Agreement;

3. Assemble and collaborate with stakeholders, and subject matter experts (SME's) in the affiliated fields as needed;
4. Adhere to the activities and requirements specified in the Cooperative Agreement unless submitted to the COR (CA) and approved in writing by the Contracting Officer (CO) consistent with 2 C.F.R. § 200.308; and
5. For the period of performance set forth in *B.3, "Period of Performance,"* furnish personnel, equipment, and facilities and otherwise perform all things necessary to complete the work required to accomplish the Cooperative Agreement's objective as specified.

C. Specific Activities for the Cooperative Agreement

The Recipient will perform the following activities:

Activity 1: Kick-off Meeting

The Recipient will meet with the Contracting Officer's Representative (COR), Cooperative Agreement (CA) in either Washington, DC, or virtually, within one (1) month of Cooperative Agreement award to conduct a short briefing describing their planned approach to execute this project and discuss the project. The Recipient will discuss in detail its:

- Understanding of project objectives;
- Project plan;
- Schedule of project activities; and
- Understanding of deliverable requirements and specifications.

Activity 2: Develop a Collegiate Impaired Driving Learning Collaborative Using a Learning Collaborative Model

No later than three (3) months after award, the Recipient shall develop and use an evidence-based Learning Collaborative model to inform the CIDLC. The model shall include specific requirements and characteristics that the members will abide by, including but not limited to:

- The members will strive to accomplish set goals;
- The members will study and evaluate existing programs that demonstrate success at reducing impaired driving and develop improvements, adaptations, and innovative solutions to meet the objective of the project;
- The members will use improvement science and rigorous methodology to determine **how** to make a program work, not only to determine if it will work.

The Recipient will determine how a Learning Collaborative model should be applied to

address impaired driving among 18-24 year old college and university students, including but not limited to the implementation method and process that will guide the work of the Collegiate Impaired Driving Learning Collaborative's members.

Activity 3: Select Collegiate Impaired Driving Learning Collaborative Members

No later than six (6) months after award,, the Recipient shall select the members of the CIDLC. The Recipient will ensure that the CIDCL's members consist of college and university leaders with a vested interest in decreasing the number of impaired driving-related injuries, crashes, and fatalities on and around their campuses. The Recipient will also seek members who represent academic institutions with diverse populations that vary in size, location (rural, urban, mountainous, agricultural, etc.), and racial/cultural identities of the student body (religious colleges, Historically Black Colleges and Universities, Tribal Colleges, etc.) so the approaches piloted will have wide application.

The Recipient will identify how potential members will be identified, the criteria by which they will be chosen, how many members there will be, what the expected contributions of members will entail over a specific period of time, whether or not members change after a specific period of time, what the Impaired Driving Learning Collaborative will achieve, and how it will accomplish the requirements of this Agreement.

Activity 4: Develop a Program to Prevent Impaired Driving

No later than thirty-six (36) months after award, the Recipient will develop the ideal methods a college or university may use to prevent impaired driving on campuses among their student population. The Recipient will develop a replicable methodology for measuring the scope of the impaired driving problem on a college campus and examine current attitudes regarding impaired driving among student and administrators to inform how the program will be received. The Recipient will develop a program designed to prevent impaired driving among 18-24 year old college and university students using the knowledge and experience of the Collegiate Impaired Driving Learning Collaborative's members, what is learned about existing efforts to prevent underage drinking and other drug use on campuses, and other discoveries made through the application of the Learning Collaborative model.

The Recipient will ensure that the program created by the Learning Collaborative includes impaired driving prevention efforts that utilize interventions that are proven effective, such as a 'multi-component' public health approach and preventive health frameworks. The project shall include methods for colleges and universities to track pre- and post-implementation data that are not limited to only crash or fatality data.

Activity 5: Demonstrate the CIDLC Program to Prevent Impaired Driving on Participating Campuses.

No later than thirty-eight (38) months after award, once the program's scope and scalability are maximized, outcome measures are identified, and the ideal implementation methods have been determined, the Recipient shall demonstrate the program on participating campuses. The Recipient shall then make any necessary changes to the program developed and document the outcomes.

Activity 6: Publish and Disseminate Findings

No later than forty-eight (48) months after award, the Recipient will compile any explanatory or supporting materials and documents associated with how the Recipient proposes the program be implemented by additional colleges and universities in a format that considers ease of use by the target audience and publish a report detailing the methods and effectiveness of the Learning Collaborative model, the Collegiate Impaired Driving Learning Collaborative's findings during the project, the components of the program that was developed, the reasoning behind the components of the program, results of pilot implementation evaluations, and best practices on how the program can be implemented on campuses of any size to reduce impaired driving among any college and university student population.

In addition, no later than forty-eight (48) months after award, the Recipient shall disseminate the results of the pilot program to encourage use and implementation by a wide array of colleges and universities. The Recipient will consider presenting, exhibiting, or otherwise showcasing the results at national conferences such as the American Public Health Association Annual Meeting; Student Affairs Administrators conferences; Higher Education Center for Alcohol and Drug Misuse Prevention and Recovery Annual Meeting or Learning Collaboratives; and relevant traffic safety conferences, such as the Lifesavers Conference and Governors Highway Safety Association annual meeting. In addition, the Recipient will disseminate information and best practices on collegiate impaired driving prevention at regional and State level higher education or public health conferences. The Recipient will present findings related to this project at a minimum of eight (8) events over the term of the Agreement.

Activity 7: Final Briefing on Results and Findings

No later than 60 months after Award, the Recipient shall present a summary of findings, including but not limited to the process of developing the Collegiate Impaired Driving Learning Collaborative based on the Learning Collaborative model, the process of developing a program to prevent impaired driving for college and university students ages 18-24 (B.6.4), the findings of the pilot program and a demonstration of the effectiveness of the Learning Collaborative approach, challenges encountered and how they were overcome, and proposed methods for implementing effective impaired driving prevention programs on additional college and university campuses to the NHTSA COR(AA) and staff. This briefing may be held in-person in Washington, DC, or virtually.

B.7 DELIVERABLES (D) AND MILESTONES (M)

The deliverables and milestones will be established and defined within the Cooperative Agreement issued under the authority listed within Section A.2 of this NOFO.

The deliverable schedule and descriptions are provided below. With final deliverables, the Recipient will provide a table detailing how each Government comment was addressed. Deliverables will be submitted in a replicable electronic format that is printable, unless specifically required for submission in hard copy form.

<u>Item Number</u>	<u>Activity Number</u>	<u>Deliverables (D) and Milestones (M)</u>	<u>Due Date</u>
1	C.1	Conduct Kick-off Meeting (M)	Within 1 month after agreement award
2	C.2	Develop a Collegiate Impaired Driving Learning Collaborative (M)	Within 3 months after award
3	C.3	Select Collegiate Impaired Driving Learning Collaborative Members (M)	Within 6 months after award
4	C.4	Develop a Program to Prevent Impaired Driving (M)	Within 36 months after award
5	C.5	Demonstrate the CIDLC Program to Prevent Impaired Driving on Participating Campuses (M)	Within 38 months after award
6	C.6	Publish and Disseminate Findings (M)	Within 48 months after award
7	C.7	Conduct a Final Briefing on Results and Findings (M)	No later than 60 months after award
8	F.3.1	Submit Quarterly Report (D)	on the 15th of each month of the quarter beginning three (3)

NHTSA Notice of Funding Opportunity (NOFO) No. 693JJ923R000113
Title: Collegiate Impaired Driving Learning Collaborative (CIDLC)

			months after Agreement award
9	F.3.2	Submit Annual Report (D)	No later than the 11th Month of the Current Fiscal Year
10	F.3.3	Submit a Final Report (D)	59 months after award
11	F.3.4	Submit Financial Status Reports (SF-425) (D)	Annually, by October 1 of Each Year.

B.8 PLACE OF DELIVERY

All items shall be delivered electronically to the following addresses specified below:

Item no.	Address
8, 9, 10, & 11	Department of Transportation National Highway Traffic Safety Administration Impaired Driving Division (NPD-110) 1200 New Jersey Avenue, SE Washington, DC 20590 Attn: TBD Email: TBD
9, 10, & 11	Department of Transportation National Highway Traffic Safety Administration Office of Acquisition Management (NFO-300) 1200 New Jersey Avenue, SE Washington, DC 20590 Attn: Anna Nelson Email: Anna.Nelson@dot.gov

SECTION C - ELIGIBILITY INFORMATION

C.1 ELIGIBLE APPLICANTS

This NOFO is open all type of domestic applicants, other than individuals that demonstrate that they have the infrastructure in place, as well as the necessary staff and support to carry out the responsibilities of administering, coordinating, and implementing the activities of this NOFO. Only organizations capable of fulfilling the criteria listed within this NOFO will be considered for an award. Applicant must have the existence of an organizational infrastructure that will allow staff time necessary to handle the day-to-day logistical needs for this project.

Interested applicants are advised that no fee or profit will be allowed.

C.2 COST SHARING OR MATCHING

Cost-sharing or matching requirements are not required under this NOFO. While not mandatory, applicants are encouraged to seek funds from other Federal, State, local, and private sources to augment those Federal funds available under this NOFO. Preference may be given to applicants with cost sharing or in-kind contributions identified in their applications/proposals.

SECTION D - APPLICATION AND SUBMISSION INFORMATION

D.1 ADDRESS TO REQUEST APPLICATION PACKAGE

A copy of this NOFO, including all application forms, can be received by submitting an email request to NHTSAOAM@dot.gov and anna.nelson@dot.gov using the following information:

- Keyword(s): **Collegiate Impaired Driving Learning Collaborative; CIDLC**
- Opportunity Number: **693JJ923R000113**
- Assistance Listing Number: **20.614**

Submission of an application is not a guarantee of an award.

D.2 CONTENT AND FORM OF APPLICATION SUBMISSION

Each application package must include the following required documents:

- The application shall not exceed **twenty-five (25) pages** (not including resumes or appendices). The application must be in English.
- Format with a cover page that clearly identifies the **Applicant's name**, NOFO number **693JJ923R000113**, and **submission date**. Within, include the following sections:
 - Table of Contents including page number references and method identifying major sections
 - Technical Approach and Understanding
 - Qualifications of Project Personnel
 - Corporate Experience/Past Performance
- Resumes are limited to **two (2) pages** each and provides evidence of the knowledge, skill, experience, and overall qualifications of proposed personnel Include each person's role and specific actions and responsibilities in a study or project; include dates for projects listed.
- No cost/price data shall be included in the Technical Application.
- Be written in electronic format (e.g., using MS Office) Use Times New Roman 12-point font, with pages that have at least one (1) inch margins.
- Adhere to the style detailed in the 7th edition, Publication Manual of the American Psychological Association (APA).
- Cost data shall be provided in current Microsoft supported version of Microsoft EXCEL.
- **NHTSA cannot receive email messages containing a ZIP attachment. The file will**

be removed, as all ZIP files are blocked. Other file types (e.g. Word, PowerPoint, PDF, etc.) can be received.

- If submitting the application in hardcopy or digital storage media format: OMB Standard Form (SF) 424 (including 424 “Application for Federal Assistance,” 424A “Budget Information for Non-Construction Programs,” and 424B “Assurances for Non-Construction Programs”), with the required information filled in and certified assurances signed. These forms can be accessed by going to <https://www.grants.gov/web/grants/forms/forms-repository.html>.
- The Recipient shall submit a statement and certify that it agrees to comply with the requirements in 49 CFR Part 32, subpart B.
- The Recipient shall submit the following signed statements and agrees to the requirements in the following appendix:
 - 49 CFR 29 Appendix A, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Primary Covered Transactions
 - 49 CFR 29 Appendix B, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
- SFLLL: Disclosure of Lobbying Activities. The Applicant shall provide with its application signed certification forms covering the requirements in 49 CFR Part 20, U.S. Department of Transportation New Restrictions on Lobbying. This form can be accessed by going to <https://www.gsa.gov/forms-library/disclosure-lobbying-activities>.
- The Applicant must provide a detailed breakdown of the proposed costs, as well as any in-kind costs, by year. This cost breakdown shall not only identify cost categories but shall also identify specific sub-categories (and associated costs). For example, Labor Costs should include labor categories, associated levels of effort, and rates; Direct Materials costs including itemized equipment and supplies costs; Travel and transportation costs, including projected trips and number of people traveling; Subcontractor/ Sub-recipient costs with similar detail, if known; and overhead. The Applicant must also justify each proposed cost by explaining how each cost was calculated and determined to be fair and reasonable. Finally, the Applicant should also include copies of any supporting documentation it may have (i.e. indirect cost rate agreements, etc.) as part of the budget package.
- Non-Federal funding sources are encouraged. Since activities may be performed with a variety of financial resources, applicants need to fully identify all project costs and their funding sources in the proposed budget. The proposed budget must identify all funding sources in sufficient detail to demonstrate that the overall objectives of the project will be met. All other factors being equal, preference will be given to those that have proposed cost-sharing strategies and/or other proposed funding sources in addition to those in this announcement.

Technical Application: The application shall fully describe the scope of the project, providing a project plan detailing the activities and costs for which funding is being requested. ***The technical application shall be separated from the cost application – no cost information shall be included or referenced in the technical application.***

The technical approach must be clearly written, complete, reasonable, and include a realistic timeframe for completing the activities.

Applications for the program must address the following in the program narrative statement:

D.2.1 Factor 1: Technical Approach/Understanding

The Applicant shall demonstrate its understanding of the project's overall objectives and scope of work. Within the technical application, the Applicant shall indicate any assumptions made in conducting the effort. This section allows the Applicant to demonstrate familiarity and expertise with the area, including issues faced when work requires the Applicant to work jointly and cooperatively with other agencies to complete the Applicant's work.

Acceptable submissions will address:

- Background
- Purpose – Clearly identify how the strategy advances the purpose and goals of the project;
- Project Plan – that includes a detailed work breakdown structure (WBS) that is aligned to the project's goals and objectives; a detailed, step-by-step approach for achieving the specific Activities described. The strategy should be comprehensive, logical, and include a clear description of how:
 - each Activity will be implemented and completed,
 - a plan for monitoring/managing quality control processes,
 - where appropriate a clear marketing plan for dissemination of product(s) to appropriate target audience(s),
 - a risk mitigation strategy to identify risks and methods for addressing, mitigate or eliminate problems, and
 - identifying necessary travel to complete the activities.
- Administration Priorities:
 - Safety—Applicants must address how their project provides substantial safety benefits. Prior to receiving funds, all projects are expected to, at a minimum, identify and mitigate to the extent practicable any significant safety risks that could result after the project completion. Applicants should include how their project will not negatively impact the overall safety of the traveling public.”
 - Racial Equity and Barriers to Opportunity— Applicants must address how their project will include an equity assessment which evaluates whether a project will create proportional impacts and remove transportation related disparities to all populations in a project area. Applicants should demonstrate how meaningful public engagement will occur throughout a project's life cycle.

- Workforce Development, Job Quality, Wealth Creation—Applicants must address how their project will create good-paying jobs with free and fair choice to join a union; promote investments in high-quality workforce development programs with supportive services to help train, place, and retain people in good-paying jobs; and change hiring policies and workplace cultures to promote the entry and retention of underrepresented populations.

D.2.2 Factor 2: Qualifications of Project Personnel

The Applicant shall demonstrate experience and capacity to carry out the activities described in Section B.6.C.

- Identify a Project Manager (PM) to serve as a liaison to coordinate and manage all aspects of the project;
- Provide a detailed breakdown linking key personnel to clearly defined roles, activities, deliverables, and time commitments necessary to complete the project; it is not sufficient to merely state the person's title and describe the project in general terms;
- Demonstrate that staff and/or sub-contractors possess the experience and subject matter expertise, knowledge, and skills necessary to successfully perform and complete the work outlined in Section B.6.C. Examples of qualifications that Applicants may use to demonstrate expertise include, but are not limited to, educational background and relevant experience on similar projects;
- Identify partnerships or stakeholders, contractors or consultants who shall play a role in the implementation of the project the specific subject matter expertise they bring and their responsibilities;
- Include resumes or curricula vitae that highlight qualifications, areas of expertise, and cites work-related experience for key personnel;
- Highlight qualifications and expertise with cited work-related experience in the following areas: project management, organizing and facilitating teams of SME's, ability to synthesize results and come to team consensus, and supporting communication/outreach efforts.

D.2.3 Factor 3: Project Experience/Past Performance

The Applicant must demonstrate its ability to conduct the work required in this NOFO and performance with similar efforts, including its corporate experience and past performance with other work similarly described in this solicitation and that require, at a minimum, the following:

- The Applicant and/or sub-contractors have sufficient professional and/or corporate organizational experience and a background in the field of human behavioral factors, their effect on highway and traffic safety and State laws.
- Is capable of exercising organization influence in managing relationships with aligned professional organizations in traffic safety to meet the objectives of the project;
- ;

- Experience organizing and facilitating productive meetings; coordinating communication among all project members (staff/personnel, key partners, stakeholders, contractors, consultants or others) using a variety of means including in-person and electronic communication networked meetings/discussions; facilitating processes to come to consensus; and summarizing and synthesizing the results of discussions; and
- Ability to support the development and deployment of plans designed to support communications, material concepts and outreach efforts to update and/or develop new materials to improve traffic safety, traffic laws, and countermeasures.

Cost Information

- The Government reserves the right to request, at any time after the receipt of applications and before award, additional cost or price information necessary to perform an analysis. Regular invoicing (monthly or quarterly) is required. Irregular invoicing could result in a reduction of available funding for subsequent years.
- Given that an award may be made without negotiations and without any discussion, each Applicant shall document and support the proposed costs so thoroughly that no additional information is needed by NHTSA.
- Applicants shall ensure that all proposed costs, including non-federal contributions and contributions from other federal sources, are reasonable, allowable, and allocable according to the cost principles stated in 2 CFR Parts 200 and 1200, 1201.
- Grant Funds, Sources and Uses of Project Funds: Project budgets should show how different funding sources will share in each activity and present those data in dollars and percentages. The budget should identify other Federal funds the applicant is applying for or has been awarded, if any, that the applicant intends to use. Funding sources should be grouped into three categories: non-Federal, Developing Best Practices and Training for Driver Education, and other Federal with specific amounts from each funding source.
-

Sharing of Application Information

NHTSA may share application information within the U.S. Department of Transportation or with other Federal agencies if the NHTSA or the Department determines that sharing is relevant to the respective program's objectives.

D.3 UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (SAM)

Each Applicant is required to:

- **Be registered in SAM before submitting its application;**

- Provide a valid unique entity identifier in its application (e.g., UEI Number); and
- Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by NHTSA.

NHTSA may not make an award to an Applicant until the Applicant has complied with all applicable UEI and SAM requirements. If an Applicant has not fully complied with the requirements by the time NHTSA is ready to make an award, NHTSA may determine that the Applicant is not qualified to receive an award and use that determination as a basis for making a grant award to another Applicant. **NHTSA will review an Applicant's registration status to make a responsibility determination and to ensure that the Applicant is responsible, current on all federal taxes, and is not on the list of parties excluded from federal awards.**

D.4 SUBMISSION DATES AND TIMES

Application Due Date and Time:

Applications must be submitted no later than **1:00 PM ET on May 15, 2023.**

Only complete packages received on or before the published due date will be considered. Applications received after the due date will not be evaluated for consideration. Facsimile submission of applications will not be accepted. **NHTSA will only accept one (1) application from each Applicant.** NHTSA will provide acknowledgments of receipt of applications via email.

Questions Due Date and Time:

General administrative and programmatic questions must be directed to Anna Nelson, Contract Specialist, at NHTSAOAM@dot.gov and anna.nelson@dot.gov. To allow for sufficient time to address questions appropriately, all questions must be submitted via email no later than **1:00 PM ET on March 28, 2023.**

D.5 FUNDING RESTRICTIONS

- Funds awarded under the Cooperative Agreement cannot be used for any activity intended to or designed to lobby Congress or a State legislative body, or to urge a U.S., State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body.
- All NHTSA awards are subject to the terms and activities in the Cooperative Agreement and cost principles in 2 CFR Parts 200, 1200 and 1201.
- NHTSA will not reimburse Applicants for Pre-Award costs.

- The Government's obligation under the Cooperative Agreement is contingent upon the availability of appropriated funds from which payment for the Agreement purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for the Cooperative Agreement and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.
- Funds awarded under the Cooperative Agreement are subject to 23 U.S.C. § 313, Buy America, which prohibits the use of the Government's funds to purchase steel, iron, and manufactured products, unless they are produced in the United States. NHTSA expects all recipients to comply with this requirement.

D.6 OTHER SUBMISSION REQUIREMENTS

Each application must include:

- The NHTSA NOFO Number: 693JJ923R000113

Application Submission:

Applications must be submitted to the attention of Anna Nelson, Contract Specialist, via email at NHTSAOAM@dot.gov , no later than 1:00 PM ET on May 15, 2023.

Important: The timely submission of application packages is the **sole responsibility of the Applicant.**

SECTION E - APPLICATION REVIEW INFORMATION

E.1 CRITERIA

NHTSA will evaluate the applications using the evaluation criteria below to rate and select competing applications. Evaluation Factors 1 through 3 will be weighted, with Factor 1 being weighted the most, and Factor 3 being weighted the least. Evaluation Factor 4 will be evaluated but will not be considered in the application's final rating.

Submission of an application is not a guarantee of award. NHTSA may, at its discretion, award a Cooperative Agreement based on an application in its entirety, award only portions of an application, or not make an award.

For each factor, the agency will determine whether the Applicant has provided an acceptable explanation of its qualifications.

A. EVALUATION FACTOR 1: Technical Approach and Understanding

The Applicant will be evaluated on its technical approach to meeting the objectives, requirements, and the deliverable schedule associated with the scope of work. The Applicant's technical approach will be evaluated for the following:

- Objective – How the Applicant clearly identifies how the strategy advances the goals and objectives of the project;
- Project Plan – How the Applicant's application is comprehensive, logical, and includes:
 - a plan for monitoring/managing quality control processes,
 - a plan for implementing the activities in Sections B6.B. and B6.C.,
 - a risk mitigation strategy to identify risks and methods for addressing, mitigate or eliminate problems, and
 - identifying necessary travel to complete the tasks, activities.
 - the Applicant's evaluation plan to determine the efficacy of the project and the activities performed during the period of performance as specified in Sections B.6.and B.7.
 - Safety—detail how the applicant's approach will provide positive safety benefits for all roadway users and detail how the applicant's approach will not result in negative safety impacts for all roadway users.
 - Equity—a detailed plan to address racial equity and barriers to opportunity. For example, the applicant may include an equity and inclusion program/plan or equity-focused policy to ensure racial equity in the overall project delivery and implementation, or submit a plan to hold meaningful public engagement on the project to ensure that underserved communities are provided a full and equitable opportunity to have meaningful engagement on the project.

- Address the degree to which the project offers job opportunities with high labor standards, including prevailing wages and the free and fair chance to join a union

B. EVALUATION FACTOR 2: Qualifications of Project Personnel

The Applicant will be evaluated on the suitability and quality of its proposed staff. The Applicant's staffing plan is clearly described in the written proposal through the Project Management Plan and work breakdown structure and includes personnel's resumes/curriculum vitae. The Applicant's proposal will be evaluated on the following:

- The extent to which the proposed personnel have clearly described roles and appropriately assigned positions, and the proper level of education and experience to carry out the project.
- The extent to which the applicant's proposed staff has demonstrated their ability to provide leadership, technical assistance and the resources to accomplish the milestones and deliverables of this project.
- The soundness of the applicant's organization, proposed staff and designated areas of expertise.
- The extent to which the proposed personnel have professional experience in substance use prevention, public health, traffic safety, or training and education.
- The extent to which the proposed personnel have the demonstrate ability to work closely with partners and other organizations.
- The extent to which the applicant demonstrates the ability to develop programming for the target audience of their projects and an understanding for the overall safety and well-being of road users across the country.

C. EVALUATION FACTOR 3: Project Experience/Past Performance

The Applicant must demonstrate its ability to conduct the work required in this NOFO and performance with similar efforts, including its corporate experience and past performance with other work similarly described in this solicitation and that require, at a minimum, the following:

- The Applicant and/or sub-contractors have sufficient professional and/or corporate organizational experience and a background in the field of human behavioral factors, their effect on highway and traffic safety and State laws.
- Is capable of exercising organization influence in managing relationships with aligned professional organizations in traffic safety to meet the objectives of the project;
- ;
- Experience organizing and facilitating productive meetings; coordinating communication among all project members (staff/personnel, key partners,

- stakeholders, contractors, consultants or others) using a variety of means including in-person and electronic communication networked meetings/discussions; facilitating processes to come to consensus; and summarizing and synthesizing the results of discussions; and
- Ability to support the development and deployment of plans designed to support communications, material concepts and outreach efforts to update and/or develop new materials to improve traffic safety, traffic laws, and countermeasures.

D. EVALUATION FACTOR 4: Cost/Budget Evaluation

The Applicant's proposed budget will be evaluated for accuracy and feasibility, based on the provisions of 2 CFR Parts 200, 1200 and 1201.

For equally acceptable applications, preference may be given to those that have proposed cost-sharing strategies and/or other proposed funding sources in addition to those in this NOFO.

E.2 REVIEW AND SELECTION PROCESS

Each application package will be reviewed initially to confirm that the applicant meets the eligibility requirements as set forth in Section C.1, Eligible Applicants, and has included all items specified in Section D.2, Content and Form of Application Submission. A Technical Evaluation Committee (TEC) will then review each completed application that meets the eligibility requirements and provide recommendations for award.

The applicant's application, the TEC will rate the application using the following rating definitions:

Rating Definitions
Outstanding – The application demonstrates a highly detailed, superior approach for accomplishing program objectives. The application is fully responsive to every aspect of the NOFO, within most or all areas covered by the announcement. The application demonstrated a large capability for excellent or highly productive results.
Good – The application demonstrates a comprehensive and fully acceptable approach for accomplishing program objectives. The application is fully responsive to every aspect of the NOFO, with capability for highly productive results for the activities described in the announcement.
Acceptable – The application meets minimum requirements of the NOFO; is responsive to all major aspects of NOFO; and is capable of achieving desired program objectives.
Unacceptable – The application demonstrates an incomprehensible or unacceptable approach, methods, organization, or capabilities; provided little to no detail as to how the program would be accomplished. The application is not capable of being evaluated.

E.3 SYSTEM FOR ACQUISITION MANAGEMENT REVIEW

NHTSA will review and consider any information about the applicant that is in the designated integrity and performance system accessible through the System for Acquisition Management (SAM), currently FAPIIS.

Each applicant may review information in the SAM and provide comment in its application about itself that a Federal awarding agency previously entered and is currently in SAM.

NHTSA will consider any comment submitted by the applicant, in addition to the other information in SAM when determining the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review under section D.3, Unique Entity Identifier and System for Award Management (SAM). Prior to award, each selected applicant will be subject to a risk assessment, as required by 2 CFR § 200.206.

E.4 ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

It is anticipated that an award will be made on or before **September 2023**. HOWEVER, SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN AWARD WILL BE MADE.

SECTION F - FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 FEDERAL AWARD NOTICES

The NHTSA Contracting Officer will award Cooperative Agreements to responsible and eligible applicants whose applications are judged most meritorious under the procedures set forth in this NOFO. All funds provided by NHTSA must be expended solely for the purpose for which the funds are awarded in accordance with the approved application and budget, the Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Parts 1200 and 1201).

The Cooperative Agreement award will provide pertinent instructions and information including, at a minimum, the following:

- General Federal Award Information:
 - Recipient name;
 - Recipient's unique entity identifier;
 - Unique Federal Award Identification Number (FAIN) assigned by NHTSA;
 - Federal Award Date;
 - Period of Performance Start and End Date;
 - Amount of Federal Funds Obligated by the action;
 - Total Amount of Federal Funds Obligated;
 - Total Amount of the Cooperative Agreement Award;
 - Budget Approved by NHTSA;
 - Total Approved Cost Sharing or Matching, where applicable;
 - Cooperative Agreement project description;
 - Agency name and contact information for awarding official;
 - Assistance Listing Program Number (formerly CFDA) and Name;
 - Identification of whether the award is R&D; and
 - Indirect cost rate for the Cooperative Agreement.
- General Terms and Activities as applicable including:
 - Cooperative Agreement Administrative Requirements;
 - National Policy Requirements; and
 - Recipient integrity and performance matters.
- Cooperative Agreement Performance Goals

F.2 ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. The Cooperative Agreement shall be subject, as applicable to the administrative requirements contained in the following regulations which are incorporated by reference, with the same force and effect as if they were provided in full text:

- a. Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (2 C.F.R. Parts 200, 1200 and 1201);

- b. b. 49. C.F.R. Part 11—Protection of Human Subjects;
 - c. 49 C.F.R. Part 20 – Department of Transportation New Restrictions on Lobbying;
 - d. 49 C.F.R. Part 21 – Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of The Civil Rights Act of 1964;
 - e. 49 C.F.R. Part 25 - Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance;
 - e. 49 C.F.R. Part 27 - Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance; and
 - f. 49 C.F.R. Part 32 -Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).
2. The Recipient will comply with subpart C of 2 C.F.R. Part 180 and 2 CFR Part 1200, which restricts awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.
3. The Recipient will acknowledge in writing that no funds provided under the Assistance Agreement will be used for lobbying activities as defined in 2 C.F.R. § 200.450.
4. The Recipient will have procedures in place to respond to an unauthorized disclosure or breach of an individual's personally identifying information (PII). The Assistance Agreement Recipient will notify NHTSA within seven (7) days of an incident involving the unauthorized disclosure or breach of PII. In the event of an unauthorized disclosure or breach, the Assistance Agreement Recipient will cooperate and exchange information with NHTSA, as needed, to properly escalate, refer, and respond to the incident.
5. As expressed in Executive Order 14005, 'Ensuring the Future Is Made in All of America by All of America's Workers' (86 FR 7475), the executive branch should maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. Funds made available under this notice are subject to the domestic preference requirement at 23 U.S.C. 313. The Department expects all applicants to comply with that requirement.
6. The Recipient will ensure access to Limited English Proficiency (LEP) persons in accordance with the U.S. Department of Transportation (DOT) LEP guidance, dated December 7, 2005 (74 Fed Reg, 74087), which will assist the Recipient in fulfilling its responsibilities pursuant to Title VI of the Civil Rights Act of 1964 and DOT's implementing regulations at 49 C.F.R. Part 21 (incorporated by reference above).

7. Civil Rights and Title VI: As a condition of an award, Recipients should demonstrate that the recipient has a plan for compliance with civil rights obligations and nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 C.F.R. § 21), the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act, all other civil rights requirements, and accompanying regulations. This should include a current Title VI plan, completed Community Participation Plan, and a plan to address any legacy infrastructure or facilities that are not compliant with ADA standards. DOT's and NHTSA's Office of Civil Rights may work with the recipients to ensure full compliance with Federal civil rights requirements.

8. Pursuant to Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, dated January 20, 2021, the Recipient will comply with all guidance during the performance of the Cooperative Agreement.

9. Critical Infrastructure Security and Resilience: It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against both physical and cyber threats. Each applicant selected for Federal funding under this notice must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the project. Projects that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and project oversight, as determined by the Department and the Department of Homeland Security, will be required to do so before receiving funds for construction, consistent with Presidential Policy Directive 21 - Critical Infrastructure Security and Resilience and the National Security Presidential Improving Cybersecurity for Critical Infrastructure Control Systems.

10. It is U.S. DOT policy that each applicant selected for grant funding must demonstrate, to the full extent possible consistent with the law, an effort to create good-paying jobs with the free and fair choice to join a union and incorporation of high labor standards consistent with Executive Order 14025, Worker Organizing and Empowerment, and Executive Order 14052, Implementation of the Infrastructure Investment and Jobs Act.

11. Performance and Program Evaluation: As a condition of grant award, grant recipients may be required to participate in an evaluation undertaken by DOT or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. DOT may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor or DOT staff; (2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

Recipients and subrecipients are also encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges Federal awarding agencies and Federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” 5 U.S.C. § 311. Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

For grant recipients receiving an award, evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 CFR Part 200).

F.3 REPORTING

The following reporting requirements will be required under the program. All reports will be submitted electronically, unless otherwise requested by NHTSA.

F.3.1 Quarterly Reports

The Recipient will submit quarterly reports to the COR (CA) no later than the 15th of each month of each quarter beginning three (3) months after Agreement award. The report shall include an up-to-date summary of accomplishments by the Recipient; obstacles and problems encountered and proposed solutions; noteworthy activities, events, or successes; and a Financial Statement of funds expended to date.

Quarterly Reports shall include the following details about the relevant Milestones and Deliverables:

- A detailed accounting of the activities from the previous quarter so that the COR (CA) can determine whether invoices should be approved or revised based upon the accomplishment(s) for which payment is sought;
- Problems or delays that the Recipient has experienced in the conduct of the agreement and suggestions to overcome the problems or delays;
- Noteworthy activities, events, or successes;
- Submit copies of any findings or created documents as a result of work conducted;
- Copies Technical Assistance Reports completed within 30-days of completing a technical assistance request;

- Details of travel, including activities performed/accomplished, meetings attended, persons contacted and other necessary details or points of interest related to completing the project activities;
- Financial Statement of funds expended to date and any proposed actions to correct budget concerns;
- Plans for accomplishments in the next reporting period; and
- Planned travel for the upcoming quarter.

The Recipient will be permitted to submit an invoice for reimbursement each month, provided that the invoice includes the justification for each invoiced item for the period of time.

F.3.2 Annual Report

The Recipient will prepare and submit an Annual report to the COR (CA) on the eleventh (11) month of the current fiscal year. Submission of the annual report may be in electronic format.

The annual reports will provide a summary of activities, milestones and deliverables accomplished during the fiscal year, an accounting of funds expended during the reporting period, to include the amount of any in-kind contributions. The annual report will also include summary of problems or delays encountered while conducting services during the reporting period and a summary of project activities, results, conclusions, trends, an assessment of the demonstration program, its program successes and issues or other items of information that the Recipient believes is of interest to NHTSA.

Within two (2) weeks of receipt, the COR (CA) will review the Annual Report and may provide any question and/or comments to the Recipient for consideration.

F.3.3 Final Report

No later than ***fifty-nine (59) months*** after the award of the Cooperative Agreement, the Recipient will submit a draft final report to the COR (CA). At a minimum, the final report shall detail the development of the Collegiate Impaired Driving Learning Collaborative; the Learning Collaborative's work and methodology; the Learning Collaborative's findings regarding the extent of the impaired driving problem on college and university campuses; the Learning Collaborative's pilot programs, findings, and recommendations; the effectiveness of the Learning Collaborative model in addressing impaired driving; and ways the program developed by the Learning Collaborative could be replicated and implemented widely on campuses across the country. The final report shall include all works such as published research, materials, presentations, models or best practices, and any data produced under the project.

Within ***two (2) weeks after receipt***, the COR (CA) will review the final report and may provide comments to the Recipient for consideration.

Within **sixty (60) months** of Cooperative Agreement award, the Recipient will submit a final report to the COR (CA).

F.3.3 Financial Status Reports

The Recipient will prepare and submit federal financial reports (SF-425) to the NHTSA COR (CA) and the Contracting Officer (CO), annually, by October 1 of each year, to document the status of funds.

SECTION G – FEDERAL AWARDING AGENCY CONTACTS

Primary NOFO Point of Contact

Anna Nelson, Contract Specialist
Email: Anna.Nelson@dot.gov

Secondary NOFO Point of Contact

Sherese Gray, Contracting Officer
Email: Sherese.Gray@dot.gov

SECTION H – OTHER INFORMATION

H.1 DISCLOSURE OF INFORMATION

Information made available to the Recipient or employee(s) of the Recipient by the Government for the performance or administration of the effort shall be used only for those purposes and shall not be used in any other way without NHTSA's express written approval.

The Recipient will assume responsibility for protecting the confidentiality of Government records, which are not public information. Each contractor or employee of the Recipient to whom information may be made available or disclosed shall be notified in writing by the Recipient that such information may be disclosed only for a purpose and to the extent authorized herein.

H.2 LIMITED USE OF DATA

Performance of the effort may require the Recipient to access and use data and information proprietary to a Government agency or Government contractor that is of such a nature that its dissemination or use, other than in performance of the effort, would be adverse to the interests of the Government or others.

The Recipient and employee(s) of the Recipient will not divulge, or release data or information developed or obtained in performance of the effort, until made public by the Government, except to authorize Government personnel or upon the written approval of NHTSA. The Recipient will not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of the effort. Nothing herein shall preclude the use of any data independently acquired by the Recipient without such limitations or prohibit an agreement at no cost to the Government between the Recipient and the data owner which provides for greater rights to the Recipient.

H.3 PAYMENT FOR UNAUTHORIZED WORK

No payments will be made for any unauthorized supplies or services or for any unauthorized changes to the work specified herein. This includes any services performed by the Recipient of their own volition or at the request of an individual other than a duly appointed Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and activities under the effort.

H.4 PLACE OF PERFORMANCE

TBD

H.5 SEAT BELT USE POLICIES AND PROGRAMS

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Contractor is encouraged to adopt and enforce on-the-job seat belt use

policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program or for statistics on the potential benefits and cost-savings to your company or organization, please visit the Click it or Ticket seat belt safety section of NHTSA's website at <https://www.nhtsa.gov/campaign/click-it-or-ticket> and <https://www.nhtsa.gov/risky-driving/seat-belts>.

H.6 PROTECTION OF HUMAN SUBJECTS

The Recipient will comply fully with 49 C.F.R. Part 11, DOT's regulation governing Protection of Human Subjects, and with NHTSA Order 700-5, which sets forth the Agency's policies and procedures for the protection of human subjects participating in research supported directly or indirectly by NHTSA, including through contracts, grants and cooperative agreements.

The Recipient will obtain prior written authorization from NHTSA for all consent and release forms to be presented to human subjects participating in NHTSA conducted or funded research, including but not limited to informed consent and media releases.

H.7 ENCOURAGING POLICIES TO BAN TEXT MESSAGING WHILE DRIVING

1. As used in the Agreement; "Driving" –

- a. Means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light, stop sign or otherwise
- b. Does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

"Text messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, emailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include glancing at or listening to a navigational device that is secured in a commercially designed holder affixed to the vehicle, provided that the destination and route are programmed into the device either before driving or while stopped in a location off the roadway where it is safe and legal to park.

2. The Recipient is encouraged to –

- a. Adopt and enforce policies that ban text messaging while driving –
 - 1) Recipient-owned or rented vehicles or government-owned vehicles; or

- 2) Privately-owned vehicles when on performing under the cooperative agreement.
- b. Conduct initiatives in a manner commensurate with size of the Recipient, such as –
 - 1) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - 2) Education, awareness, and other outreach to employees about the safety risks associated while texting while driving.

H.8 NHTSA REVIEW OF ANNOUNCEMENTS OR PUBLICATIONS

The Recipient agrees that neither the Recipient, nor any Sub-Recipient, shall make public releases of information or any matter pertaining to this NOFO and the Cooperative Agreement, including, but not limited to, media, advertising in any medium, or presentation before technical, scientific, or industry groups, without the prior written approval of the Contracting Officer. The provisions of this clause shall survive the expiration of the NOFO and Cooperative Agreement. The provisions of this clause shall be included in all sub-award at any tier.

H.9 CONFLICT OF INTEREST

It is U.S. DOT policy to award Cooperative Agreements only to those Applicants whose objectivity is not impaired because of any related past, present, or planned interest, financial or otherwise, in organizations regulated by U.S. DOT, or in organizations whose interests may be substantially affected by Departmental activities and which is related to work specified in this Notice of Funding Opportunity (NOFO). Based on this policy, if, after award, the Recipient discovers a conflict of interest with respect to the Cooperative Agreement that could reasonably have been known prior to the award, an immediate and full disclosure shall be made in writing to the Contracting Officer. The disclosure shall include a full description of the conflict along with a description of the action the recipient has taken, or proposes to take, to avoid or mitigate such conflict.

(A) The Applicant shall provide a statement in its application which describes in a concise manner all past, present or planned organizational, financial, contractual or other interest(s) with an organization regulated by U.S. DOT, or with an organization whose interests may be affected substantially by Departmental activities, and which is related to the work under this Notice of Funding Opportunity (NOFO). The interest(s) described shall include those of the Applicant, its affiliates, proposed consultants, proposed subcontractors and key personnel of any of the above. Past interest shall be limited to within one year of the date of the Applicant's technical application. Key personnel shall include any person owning more than 20% interest in the Applicant, and the Applicant's corporate officers, its senior managers and any employee who is responsible for making a decision or taking an action under the Cooperative Agreement where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

(B) The Applicant shall describe in detail why it believes, in light of the interest(s) identified in (a) above, that performance of the proposed Cooperative Agreement can be accomplished in an impartial and objective manner.

(C) In the absence of any relevant interest identified in (a) above, the Applicant shall submit in its application a statement certifying that to its best knowledge and belief no affiliation exists relevant to possible conflicts of interest. The Applicant must obtain the same information from potential subcontractors prior to award of a subcontract under the resultant Cooperative Agreement.

(D) The NHTSA Contracting Officer will review the statement submitted and may require additional relevant information from the Applicant. All such information, and any other relevant information known to U.S. DOT, will be used to determine whether an award to the Applicant may create a conflict of interest. If any such conflict of interest is found to exist, the NHTSA Contracting Officer may (1) disqualify the Applicant, or (2) determine that it is otherwise in the best interest of the agency to contract with the Applicant and include appropriate provisions to mitigate or avoid such conflict in the Cooperative Agreement awarded.

(E) The refusal to provide the disclosure or representation, or any additional information required, may result in disqualification of the Applicant for award. If nondisclosure or misrepresentation is discovered after award, the resulting Cooperative Agreement may be terminated. If after award, the Recipient discovers a conflict of interest with respect to the Cooperative Agreement awarded as a result of the Cooperative Agreement Announcement, which could not reasonably have been known prior to award, an immediate and full disclosure shall be made in writing to the NHTSA Contracting Officer. The disclosure shall include a full description of the conflict, a description of the action the Recipient has taken, or proposes to take, to avoid, or mitigate such conflict. The NHTSA Contracting Officer may, however, terminate the Cooperative Agreement for convenience if he or she deems that termination is in the best interest of the Government.

H.10 ADDITIONAL INFORMATION

User-friendly information and resources regarding DOT's discretionary grant programs relevant to rural applicants can be found on the Rural Opportunities to Use Transportation for Economic Success (ROUTES) website at <https://www.transportation.gov/rural>.

[END OF NOTICE OF FUNDING OPPORTUNITY (NOFO)]