Federal Funding Opportunity
Request for Applications (RFA)
Executive Summary

Federal Agency Name:	U.S. Department of Transportation Federal Highway Administration Office of Acquisition Management 1200 New Jersey Avenue, SE Suite E65-101 Washington, DC 20590
Funding Opportunity Title:	"Safe Routes to School Clearinghouse 2013"
Announcement Type:	This is the initial announcement of this funding opportunity.
Catalog of Federal Domestic Assistance (CFDA) Number:	20.205
Dates:	RFA Issue Date: May 16, 2013 Application Due Date: July 17, 2013 at 4:00 pm Eastern Time
Direct Questions to:	Angela A. Jones, HAAM-20 Angela.Jones@dot.gov (202) 366-4255
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Note: FHWA uses www.Grants.gov for receipt of all applications. Applicants must register with www.Grants.gov and use the system to submit applications electronically. Applicants are encouraged to register with www.Grants.gov in advance of the submission deadline and to register to receive notifications of updates/amendments to the RFA. **It is the Applicant's responsibility to monitor www.Grants.gov for any updates to the RFA**.

SECTION I – FUNDING OPPORTUNITY DESCRIPTION

A. STATEMENT OF PURPOSE

The Federal Highway Administration (FHWA) is accepting applications for a cooperative agreement to establish and operate a National Safe Routes to School (SRTS) Clearinghouse. This agreement will replace the existing national SRTS clearinghouse known as the National Center for SRTS (www.saferoutesinfo.org).

B. LEGISLATIVE AUTHORITY

Legislative authority to establish the Safe Routes to School Clearinghouse can be found in Section 1404, Safe Routes to School Program, section (g), of *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users*, Public Law 109-59 (SAFETEA-LU):

> (g) Clearinghouse—
>
> > (1) IN GENERAL—The Secretary shall make grants to a national nonprofit organization engaged in promoting safe routes to schools to — (A) operate a national safe routes to school clearinghouse; (B) develop information and educational programs on safe routes to school; and (C) provide technical assistance and disseminate techniques and strategies used for successful safe routes to school programs.
> >
> > (2) FUNDING—The Secretary shall carry out this subsection using amounts set aside for administrative expenses under subsection (c)(3).

Section 1404(i) of SAFETEA-LU states that, "Funds made available to carry out this section shall be available for obligation in the same manner as if such funds were apportioned under chapter 1 of title 23, United States Code; except that such funds shall not be transferable and shall remain available until expended, and the Federal share of the cost of a project or activity under this section shall be 100 percent."

C. BACKGROUND

In 2005, with the enactment of SAFETEA-LU, Congress created a new federally-assisted, State-administered Safe Routes to School program. SAFETEA-LU was extended through September 2012. Overall, the SRTS program provided over $1 billion to the State departments of transportation to conduct infrastructure and noninfrastructure projects that make it safer and more convenient for children in kindergarten through eighth grade to walk or bike to school.

In July 2012, new surface transportation authorization, the *Moving Ahead for Progress in the 21st Century Act* (MAP-21) was enacted. MAP-21 did not continue a standalone SRTS program, but SRTS activities remain eligible for Federal funding within the Transportation Alternatives Program and the Surface Transportation Program. As of November 2012, States had only obligated 54 percent of their SAFETEA-LU SRTS funds, with over $500 million still unobligated. Because of the large amount of unobligated SRTS funds (which are available until expended) and because SRTS activities remain eligible for Federal-aid funding, it is important to continue to provide information and resources to assist States so that they may continue to spend their funds.

Since May 2006, FHWA has funded a national SRTS clearinghouse (www.saferoutesinfo.org). An award will be made to a national nonprofit organization engaged in promoting safe routes to school.

D. OBJECTIVES

As stated in House conference report language (Section 1404, referring to House Bill Section 1122(a)) accompanying SAFETEA-LU, "The safe routes to school clearinghouse provides an important opportunity to ensure successful implementation of the program. As a new program, states will be interested in guidance on implementing the program effectively and efficiently. The clearinghouse can provide case studies, gather and disseminate information, track implementation, and monitor the program." And according to the statutory language in SAFETEA-LU (Section 1404(g)) creating the Safe Routes to School program, the recipient shall:

1. Operate a national Safe Routes to School Clearinghouse;
2. Develop information and educational programs on Safe Routes to School; and
3. Provide technical assistance and disseminate techniques and strategies used for successful safe routes to school programs.

E. STATEMENT OF WORK

The aim of the SRTS Clearinghouse is to produce, collect, organize, evaluate, and disseminate information related to Safe Routes to School Program and activities. States and localities, interest groups, other Federal agencies (e.g., the National Highway Traffic Safety Administration (NHTSA)), community organizations, transportation professionals, parents, school officials, researchers, and others should be considered likely users of this information. The major tasks involved in the SRTS Clearinghouse activities are outlined below along with example activities for each task:

Task 1. Operate a National Safe Routes to School Clearinghouse

- Develop and maintain a stand-alone web site containing SRTS materials (e.g., best practices among existing State and local programs, case studies, useful links, etc.).
- Maintain a library of SRTS materials and also convert related hardcopy documents to electronic format to post on the web site. Materials produced for the web shall be compliant with Section 508 of the Rehabilitation Act of 1973, as amended.
- Establish, host, and moderate a listserv for SRTS State coordinators.
- Establish and operate a toll-free telephone number to receive and respond to SRTS inquiries.
- Establish a National Review Group to provide input on the operation of the SRTS Clearinghouse.

Task 2. Develop Information and Educational Programs on SRTS

- Develop informational and educational programs for different audiences (e.g., communities, State Department of Transportation (DOTs), and other State and local officials).
- Travel to sites around the country to conduct informational and educational programs for different audiences (e.g., schools, communities, State DOTs, and other State and local officials).
- Develop materials (e.g., brochures) to promote SRTS and explain how SRTS activities can be performed within the Transportation Alternatives Program (TAP).
- Promote and coordinate U.S. and International "Walk to School" program (e.g., International Walk to School Week, Walk to School USA, etc.) with partners and stakeholders.
- Promote and coordinate U.S. Bike to School Day with partners and stakeholders.

NOTE: Innovative information and educational techniques that may reduce travel costs are encouraged.

Task 3. Provide Technical Assistance and Disseminate Techniques and Strategies Used for Successful SRTS Programs

- Develop training programs for SRTS practitioners.
- Provide case studies, best practices, evaluation tools, information about eligible funding sources, and other related materials.
- Develop presentations related to SRTS activities.
- Travel to sites around the country to conduct training for SRTS Coordinators and other groups.

NOTE: Innovative training techniques that may reduce travel costs are encouraged.

Task 4. Conduct Other Coordination, Planning, and Tracking Activities

- The recipient will plan, organize, host, and attend meetings and conferences including teleconferences related to SRTS.
- Host an annual SRTS State Coordinators meeting.
- Coordinate activities as appropriate with the National Pedestrian and Bicyclist clearinghouse (i.e., the Pedestrian and Bicyclist Information Center), the National Transportation Enhancements Clearinghouse, both sponsored by FHWA under a separate cooperative agreements.
- Create a database that tracks all SRTS projects (infrastructure/noninfrastructure) that have been implemented through the Federal program. The database should include evaluation information where available. Provide an annual report about activities across the nation.
- Coordinate and promote SRTS-related efforts, with NHTSA and their partners (e.g. Safe Communities, National Organizations for Youth Traffic Safety (NOYS), Safe States Alliance, law enforcement groups, etc.).

NOTE: State SRTS coordinators will need to pay for their own travel to the annual meeting.

Task 5. Provide Centralized Data Entry for SRTS Data

- Implement a program to receive raw data forms from State and local SRTS programs, including developing workflow, hiring and training data reviewers, and any necessary reprogramming of the current online tracking system.
- Receive raw data forms from local or State programs, scan and process forms, ensure that data is properly read, ensure that data is properly transferred to the database, and notify data providers that results can be accessed online.
- Generate reports about overall tracking process and results. Frequency and types of reports will be determined in conjunction with the AOTR.

Task 6. Evaluate the Effectiveness of SRTS Program Strategies

- Based on the report entitled Federal Safe Routes to School Program Evaluation Plan (August 2011), conduct a national crash-based evaluation of the safety effects of SRTS.
- Conduct other SRTS research studies that assess the effectiveness of SRTS activities as determined in coordination with the Agreement Officer's Technical Representative (AOTR).

NOTE: In the technical content of their applications, applicants shall include a timeline for the National SRTS Clearinghouse to be operational (e.g., to establish the listserv, establish the SRTS web site, establish the SRTS data collection resource, draft a national crash-based evaluation, etc.).

F. SECTION 508 OF THE REHABILITATION ACT OF 1973

While the requirements of Section 508 of the Rehabilitation Act of 1973, as amended, do not apply to assistance agreements, the FHWA is subject to the Act's requirements that all documents posted on an FHWA or FHWA-hosted website comply with the accessibility standards of the Act. Accordingly, final deliverable reports prepared under this agreement and submitted in electronic format must be submitted in a format whereby FHWA can easily meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended.

NOTE: Quarterly Progress Reports and financial reports are not considered final deliverables and therefore the following requirements do not apply.

All final reports prepared under this agreement and the website required under this agreement must meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The Act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. View Section 508 of the Rehabilitation Act (http://www.access-board.gov/508/508standards.htm - PART 1194) and the Federal IT Accessibility Initiative Home Page (http://section508.gov) for detailed information. The following paragraphs summarize the requirements for preparing FHWA reports in conformance with Section 508 for eventual posting by FHWA to an FHWA-sponsored website.

Electronic documents with images

Provide a text equivalent for every non-text element (including photographs, charts and equations) in all publications prepared in electronic format. Use descriptions such as "alt" and "longdesc" for all non-text images or place them in element content. For all documents prepared, vendors must prepare one standard HTML format as described in this statement of work AND one text format that includes descriptions for all non-text images. "Text equivalent" means text sufficient to reasonably describe the image. Images that are merely decorative require only a very brief "text equivalent" description. However, images that convey information that is important to the content of the report require text sufficient to reasonably describe that image and its purpose within the context of the report.

Electronic documents with complex charts or data tables

When preparing tables that are heavily designed, prepare adequate alternate information, so that assistive technologies can read them out. Identify row and column headers for data tables. Provide the information in a non-linear form. Markups will be used to associate data cells and header cells for data tables that have two or more logical levels of row and column headers.

Electronic documents with forms

When electronic forms are designed to be completed on-line, the form will allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

SECTION II – AWARD INFORMATION

A. FUNDING

FHWA anticipates Federal funding up to the total amount of $1,800,000 for this cooperative agreement subject to the availability of funds.

Applications preparation costs are not an allowable charge under this agreement.

B. COST SHARING OR MATCHING

Federal Share of the costs of activities shall be 100 percent as stated in P. L. 109-59, Section 1404.

C. NUMBER OF AWARDS ANTICIPATED

FHWA anticipates making one (1) award from this RFA.

D. PERIOD OF PERFORMANCE

The period of performance for this cooperative agreement will be for 36 months commencing from the effective date of the agreement.

Note: The Government anticipates the effective date of this agreement shall be on or before September 20, 2013.

E. DEGREE OF FEDERL INVOLVEMENT

FHWA anticipates substantial Federal involvement between FHWA and the Recipient during the course of this project. FHWA anticipates the Federal involvement will include:

- Technical assistance and guidance;
- Close monitoring during performance;
- Involvement in technical decisions; and
- Participation in status meetings including kick off meeting and annual budget reviews.

F. RESPONSIBILITIES OF THE RECIPIENT

The Recipient shall provide overall program management. Specifically, the Recipient shall be responsible for the following, as a minimum:

- Performing the Statement of Work as described above.
- Coordinating and managing work, including issuing and managing subcontracts/sub awards and consulting arrangements, as necessary.
- Submitting all required reports including Performance Progress Reports and Annual Budget Reviews. (See Paragraph C of this Section, entitled Reporting.)
- Meeting with the FHWA Agreement Officer's Technical Representative (AOTR) as necessary.
- Participating in a kick-off meeting with the AO and/or the AOTR to discuss agreement expectations and procedures.
- Participating in Annual Budget Review meetings with the AO and/or AOTR.

SECTION III – ELIGIBILITY INFOMRATION

ELIGIBLE APPLICANTS

National nonprofit organizations engaged in promoting safe routes to school are eligible to apply for this cooperative agreement. (See Definitions below for the meaning of "national nonprofit promoting safe routs to schools). ***Applications will be rejected if they are not received from an nonprofit organization promoting safe routes to schools. Applicants must verify in Attachment A that they meet the eligibility requirements.***

1. National Organization

A national organization shall be an organization that demonstrates nationwide experience working with Federal, State, and local partners, and that demonstrates a national impact through its activities.

2. Nonprofit Organization

A nonprofit organization shall be an organization that qualifies as a nonprofit organization under State laws, and meets requirements under Section 501c of the US Internal Revenue Code. See http://www.irg.gov/Charities-&-Non-Profits/Applying-for-Exemption--Differnce-Between-Nonprofit-and-Tax-Exempt-Status and http://www.irs.gov/Tax-Professinals/Tax-Code-Regulations-and-Official-Guidance.

DEFINITION

Promoting Safe Routs to Schools – An organization that has substantial, documented experience promoting activities that are consistent with the Safe Routes to School Program authorized under SAFETEA-LU Section 1404.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

A. APPLICATION FORMS

Applicants will complete all forms included in the Application Package for this RFA as contained at www.Grants.gov. Applicants will submit the Application Package online at www.Grants.gov.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

Note: Applications under this RFA are not subject to the State review under E.O. 13372.

The application package shall consist of the following:

- Standard Form (SF) 424 (Note: Applicants may leave 5a, 5b, 6, 7,3nd 13 blank on the form).
- SF424A
- SF424B
- SF-LLL (Note: The form must be completed and submitted even if no lobbying to report. If no lobbying to report insert “None”or “N/A” in the relevant blocks).
- Grants.gov Lobbying Form
- Attachments:
    1) Technical Application – 30 page limit
    2) Budget Application – No page limit
    3) Eligibility Verification Form **(See Attachment A)**

Volume 1 – Technical Application as described below – 30 double-spaced pages maximum

- Part I – Technical and Management Approach
- Part II – Staffing Approach
- Part III – Past Performance

Volume 2 – Budget Application as described below – no page limit

- Part I – Cost/Price Information and Other Financial Information

In the event an application exceeds the 30 page limitation, the Government shall evaluate only the first 30 pages of the application. The format of the application shall be as follows (Volumes 1 and 2 will be submitted in the following format):

3. Applications shall be prepared on 8 ½ x 11 inch paper except for foldouts used for charts, tables or figures, which shall not exceed 11 x 17 inches. Foldouts shall not be used for texts, and shall count as two (2) pages.
4. A page is defined as one side of an 8 ½ x 11 inch paper. Therefore, a piece of paper with printing on both sides is considered two pages.
5. Text shall be printed using the Times New Roman, font size no less than 12 cpi.
6. Page margins shall be a minimum of 1 inch top, bottom, and each side.
7. Pages will be number consecutively starting with the first page.
8. No cost/price data will be included in Part 1.

Technical Applications must contain:

I. TECHNICAL AND MANAGEMENT APPROACH

The application will include a program narrative statement that describes the technical and management approach. Describe in detail how you would proceed if awarded this agreement and how you propose to meet the program objectives.

Note: Application shall clearly provide information relevant to the Technical Evaluation Criteria contained herein in Section V- Application Review Information.

II. STAFFING APPROACH

a. Provide a program organization chart identifying proposed staff members assigned to the project. Include the title and a brief description of each position's responsibilities, as well as the proposed level of effort and allocation of time for each position.

b. Provide resumes for the proposed Program Manager and other key personnel to include name, experience, education, and proposed role in the project. (**Note:** Resumes do not count against the designated page limitation).

III. PAST PERFORMANCE

Provide a minimum of three (3) current (within the last five years) or completed references from different customers (commercial and/or Government) for projects involving similar or related services. Provide customer name, point of contract, title, contact information (email and phone number), project title, project duration, project value, and how it relates to the project objective of this RFA. The Government may contact the customer point of contract for verification and to obtain past performance information. Contact information must be accurate and current.

Budget Application must contain:

COST/PRICE INFORMATION

Provide a separate detailed budget plan for each year, and then summarized for all years for all Activities. Spreadsheets can be formatted similarly to the format in DOT Form 4220.44 located at http://www.fhwa.dot.gov/aaa/pdfs/frm4220_44.pdf.

The detailed budget plan will consist of addressing each of the following items/subitems:

1. Detailed spreadsheet and supporting information clearly delineating and supporting all estimated costs by Activity (per year and in summary form) as follows for both Federal Share and Cost Share:
    a. Provide labor categories, labor hours (or percentage of time), labor rates.
    b. Provide indirect rates and bases, include any audit information to support rates (for example, a copy of signed Department of Health and Human Services rate agreement).
    c. Provide supporting information to justify estimates that are different than those suggested in Attachment A, Estimated Level of Effort costs such as Travel, Equipment/Material, Other Direct Costs (ODCs), etc.

Note: Travel will be reimbursed at cost in accordance with the Federal Travel Regulations in effect at the time of travel.

2. Identify any exceptions to the anticipated award Administrative Information in Section VI. Identify any preexisting intellectual property that you anticipate using during award performance, and your position on its data rights during and after the award period of performance.

3. If sub-recipients (lower-tiered organizations and/or individual consultants) will be used in carrying out this project, the following minimum information concerning such; shall be furnished:
    a. Name and address of the organization or consultant.
    b. Description of the portion of work to be conducted by the organization or consultant.
    c. Cost details for that portion of work.
    d. Letter of commitment from sub-recipient.

4. The use of a Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number is required on all applications Federal grants or cooperative agreements. Please provide your organization's DUNS number in your budget application.
5. A statement to indicate whether your organization has previously completed and A-133 Single Audit and, if so, the date that the last A-133 Single Audie was completed.
6. Include a statement to indicate whether a Federal or State organization has audited or reviewed the applicant's:
   a. accounting system
   b. purchasing system, and/or
   c. property control system.

   If such systems have been reviewed, provide summary information of the audit/review results to include as applicable summary letter or agreement, date of audit/review, Federal or State point of contact for such review
7. Terminated cooperative agreements or contract – List any cooperative agreements or contracts that were terminated for convenience of the Government within the past 3 years, and any contract that was terminated for default within the past 5 years. Briefly explain the circumstances in each instance.
8. Describe how your organization will obtain the necessary resources to complete this agreement.
9. The applicant is directed to review Title 2 CFR 170 [located at http://ecfr.gpoaccess.gov/cgi/t/text/text-ids/c-ecfr&tpl-/ecfrbrowse/Tital01/2cfr170_main_02.tpl] dated September 14, 2010, and Appendix A therto, [located at http:;;ecfr.gpoaccess.gov/cgi/t/text/text-idx?c-ecfr&sid-10ee5024047f849dcfc5c299ee2626af&rgn=div9&view=text&node=2:1.1.1.8.8.3.1.8.2&idno=2] and acknowledge in its application that it understands the requirement, has the necessary processes and systems in place, and is prepared to fully comply with the reporting described in the term if it receives funding resulting from this Request for Applications. Appendix A will be incorporated in the award document.

C. SUBMISSION DATES AND TIMES

Applications must be received electronically through www.Grants.gov by the application due date/time listed on page 1 of this Request for Application package.

The deadline stated on page 1 is the date and time by which the Agency must receive the application.

Late applications will NOT be reviewed or considered unless the Agreement Officer determines it is in the Government's best interest to consider the late application.

D. FUNDING RESTRICTIONS

This Government will not reimburse pre-award costs or application preparation costs.

E. OTHER SUBMISSION REQUIREMENTS

FHWA uses www.Grants.gov for receipt of all applications. Applicants must register with www.Grants.gov and use the system to submit applications electronically. Applicants are encouraged to register with www.Grants.gov in advance of the submission deadline and to register to receive notifications of updates/amendments to the RFA. **It is the Applicant's responsibility to monitor www.Grants.gov for any updates to the RFA**.

In the event of systems problems or technical difficulties with the application submittal, applicants should contact the Government point of contact designated on page 1. If applicants are unable to use www.Grants.gov system due to technical difficulties, applicants must email applications to the Government point of contact listed on page 1 to arrive no later than the application deadline cited above.

SECTION V – APPLICATION REVIEW INFORMATION

A. EVALUATION FOR RESPONSIVENESS

FHWA shall evaluate the applications for responsiveness to the request for applications. If an application is found to be non-responsive at any time during the evaluation, the FHWA shall notify the applicant of the non-responsive determination, and the application will not receive further consideration, unless otherwise determined by the Agreement Officer that further consideration is in the best interest of the Government. The FHWA also shall consider the application non-responsive for any of the following reasons:

1. The application is received after the specified receipt date;
2. The application is incomplete;
3. The application does not comply with the content and format requirements of the request for application;
4. The application does not comply with the requirements of the request for application; or
5. The material presented is insufficient to permit an adequate review.

B. EVALUATION CRITERIA

The Government shall evaluate applications and select the applicants based on the criteria listed below.

Technical Evaluation Criteria

The applicant's technical competence and understanding of the activities required to fulfill the objectives of this agreement. Technical applications will be evaluated based on the following criteria which are listed in descending order of importance:

1. <u>Technical merit of the proposal</u> (Sub-criteria are of equal importance)

    a. Adequacy of technical approach to complete the tasks, including the timeline for the Clearinghouse to be operational.
    b. Demonstration of an understanding of the technical information needs relating to SRTS issues at State, regional, and local levels and the role of the clearinghouse in meeting those needs.

2. <u>Organization's qualifications to perform the tasks</u> (Sub-criteria are of equal importance)

    a. Experience with existing SRTS projects, research, and programs addressing pedestrian and bicyclist safety and mobility.
    b. Qualifications of the program manager and other team members—knowledge and relevant experience in completing the proposed tasks.

3. <u>Past Performance</u>

The Government will evaluate the relevant merits of the recipient's past performance on the basis of reputation and record with its former customers. Provide a list of three current (within the past 5 years) customers (commercial and/or Government) for projects involving similar or related services. Provide customer name, point of contact, title, phone number, project title, project duration, project value, and how it relates to the objectives of this RFA. The Government may contact the customer point of contact for verification and to obtain past performance information.

The Government may award this cooperative agreement without discussions. The Government reserves the right to conduct discussions with applicants if the Agreement Officer determines necessary.

4. Cost

In addition to the criteria listed above, the relative total project cost will be considered in the ultimate award decision. The budget application will be analyzed to asses cost reasonableness and conformance to applicable cost principles.

C. REVIEW AND SELECTION PROCESS

The Government shall accept the application that is considered the most advantageous to the Government taking in account the best use of available funds to meet the objectives of the program legislation. The three (3) evaluation factors are in descending order of importance (1) Technical, (2) Past Performance, and (3) Cost, with Technical more important in the resultant award decision than Cost and Past Performance combined.

The Agreement Officer (AO) is the official responsible for final award selection. The Government is not obligated to make any award as a result of this announcement.

D. ANTICIPATED ANNOUNCEMENT AND AWARD DATES

FHWA anticipates making an award on or about September 20, 2013.

E. AWARD NOTICES

If your application is selected for award, you will be notified and sent an award document for signature. Applicants not selected for award will be notified in writing by the Government.

Only the AO can commit the Government. The award document, signed by the AO, is the authorizing document.

Notice that an organization has been selected as a Recipient does not constitute approval of the application as submitted. Before the actual award, the Government shall enter into negotiations concerning such items as program components, staffing and funding levels, and administrative systems. If the negotiations do not result in an acceptable submittal, the Government reserves the right to terminate the negotiation and decline **to fund the applicant.**

SECTION VI – AWARD ADMINISTRATION INFORMATION

A. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. GOVERNING REGULATIONS

Performance under this agreement will be governed by and in compliance with the following requirements as applicable to the type of organization of the Recipient and to the type of organization of any application sub-recipients:

“Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organization (29 CFR19),” [located at: www.dot.gov/ost/m60/grant/49cfr19.htm];

“New Restrictions On Lobbying (49 CFR Part 20),” [located at www.dot.gov/ost/m60/grant/49cfr20.htm];

2 CFR Part 215 (OMB Circular A-110), Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations,” [located at www.access.gpo.gov/nara/cft/waisidx_05/2cfr_05html];

2 CFR Part 220 (OMB Circular A-21), “Cost Principles for Educational Institutions,” [located at http://edocket.access.gpo.gov/2005/05-16648.htm].

2 CFR Part 225 (OMB circular A-87), “Cost Principles for State and Local Governments,” [located at www.whitehouse.gov/omb/circulars/a087/a087-all.html];

2 CFR Part 230 (OMB Circular A-122), “Cost Principles for Non-Profit Institutions,” [located at http://edocket.access.gpo.gov/2005/05-16650htm];

OMB Circular A-102, “Grants and Cooperative Agreements with State and Local Governments,” [located at www.whitehouse.gov/omb/circulars/a102/a102.htm];

OMB Circular A-133, “Audits of States, Local Governments, and Non-Profits,” [located at www.whitehouse.gov/omb/circulars/a133/a133.html]; and

Any other applicable Federal regulation or statute.

2. RESPONSIBILITIES OF THE RECIPIENT

The Recipient, in a cooperative relationship with the Government, will establish and operate a center for environmental excellence. The Recipient will provide overall program management and be responsible for the following, as a minimum:

- Performing the tasks described in the Statement of Work as described in Section I, Funding Opportunity Description.
- Performing tasks agreed upon in the Annual Work Plan.
- Coordinating and managing work, including issuing and managing subcontracts or subawards and consulting arrangements, as necessary.
- Submitting all required reports including quarterly progress, annual reports, annual work plans, and annual budget reviews (see Section VI, Paragraph B, entitled Reporting).
- Coordinating and meeting with the FHWA Agreement Officer's Technical Representative (AOTR) as necessary.
- Participating in a kick-off meeting with the AO, Agreement Specialist (AS) and/or the AOTR to discuss agreement expectations and procedures.
- Participating in Annual Budget Review meetings with the AO, AS and/or AOTR.

3. TRAVEL AND PER DIEM

Travel and per diem authorized under this Agreement shall be reimbursed in accordance with the travel costs section of 2 CFR Part 225 (OMB Circular A-122), "Cost Principles for State and Local Governments" or 2 CFR Part 220 (OMB Circular A-21), "Cost Principles for Educational Institutions," and 2 CFR Part 230 (OMB Circular A-122), "Cost Principles for Non-Profit Institutions" as applicable. Per the Circular, in the absence of an acceptable, written institution policy regarding travel costs, the rates and amounts established in the Federal Travel Regulations in effect at the time of travel shall apply. In addition, all non-domestic travel shall be approved by the AO prior to incurring costs. Travel requirements under this Agreement shall be met using the most economical form of transportation available. If economy class transportation is not available, the request for payment vouchers must be submitted with justification for use of higher class travel indicating dates, times, and flight numbers.

4. AMENDMENTS

Amendments to this Agreement may only be made in writing, signed by both parties for bilateral actions and by the AO for unilateral actions, and specifically referred to as an amendment to this Agreement.

5. AGREEMENT OFFICER'S TECHNICAL REPRESENTATIVE (AOTR)

The AO has designated Wesley Blount as Technical Representative to assist in monitoring the work under this agreement. The AOTR will oversee the technical administration of this agreement and act as technical liaison with the performing organization. The AOTR is not authorized to change the scope of work or specifications as stated in the agreement, to make any commitments or otherwise obligate the Government or authorize any changes which affect the agreement funding, delivery schedule, period of performance or other terms or conditions.

The AO is the only individual who can legally commit or obligate the Government for the expenditure of public funds. The technical administration of this agreement shall not be construed to authorize the revision of the terms and conditions of performance. The Agreement Officer shall authorize any such revision in writing.

6. OBLIGATION CEILING RATIO

Pursuant to Section 1102 of SAFETEA-LU, the FHWA is required to annually redistribute a portion of allocated program authorization. Funds available for subsequent years of this agreement shall be adjusted for each fiscal year, which may increase or decrease the total estimated funding available.

7. INDIRECT COSTS

Indirect costs are allowable under this agreement as follows:

Indirect Rate Type	***Rate (%)***	***Base***
(Information to be filled in at award)		

Any changes to the rates above are subject to the approval of the AO.

In the event the Recipient determines the need to adjust the above listed rates, the Recipient shall notify the FHWA of the planned adjustment and provide rationale for such adjustment. In the event such adjustment rates have not been audited by a Federal agency, the adjustment of rates must be pre-approved in writing by the Agreement Officer.

This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient's audited final indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total amount of Federal funds obligated to the agreement.

8. DATA RIGHTS

The Recipient shall make available to the Government copies of all work developed in performance of this Agreement, including but not limited to software and data. The Government and others acting on its behalf shall have unlimited rights to obtain, reproduce, publish, or otherwise use the data developed in the performance of this Agreement pursuant to 49 CFR Part 19.36 or 49 CFR Part 18.34 as applicable.

9. PAYMENT

The Recipient may request advances or reimbursement of costs incurred in the performance hereof as are allowable under the applicable cost provisions see 49 CFR Part 18.21 not-to exceed the funds currently available as stated herein. Requests should be made no more frequently than monthly.

Payments by Reimbursement: Requests for payments by reimbursement will be submitted to the payment office via DELPHI eInvoicing System. When requesting reimbursement of costs incurred and credit for cost share incurred, the Recipient will submit supporting cost detail electronically with the SF 270, Request for Advance or Reimbursement to clearly document all costs incurred. Cost detail includes a detailed breakout of all costs incurred including direct labor, indirect costs, other direct costs, travel, etc. Identify the Federal share and the Recipient's cost share portions as applicable.

The AO or Agreement Specialist reserve the right to withhold processing requests for reimbursement until sufficient detail is received. In addition, reimbursement will not be made without AOTR review and approval to ensure that progress on the Agreement is sufficient to substantiate payment. After AOTR approval, the AO will certify and forward the request for reimbursement to the payment office via DELPHI eInvoicing System.

Advance Payments: Approved Advance Payments will be processed via Markview. Instructions for the use of Markview will be provided after the Advance Payment is approved. Advance Payments will NOT be processed using the DELPHI eInvoicing System. Recipients may be paid in advance, provided they maintain or demonstrate the willingness to maintain the following in accordance with 49 CFR Part 18 or Part 19 as applicable: (1) written procedures that minimize the time elapsing between the transfer of funds and disbursement by the Recipient, and (2) financial management systems that meet the standards for fund control and accountability. When these items are not met, reimbursement will be the method for payment.

DELPHI eInvoicing System Registration and Information

The Recipient must have Internet access to register and use the DELPHI eInvoicing System. Prompt registration for DELPHI eInvoicing System is important in order to reduce the possibility of delayed payments.

All persons accessing the DELPHI eInvoicing System will be required to have their own unique user ID and password. It is not possible to have a generic ID and password for a Recipient.

To register for DELPHI eInvoicing System Recipients must eAuthenticate and activate an account by contacting their AO and providing the full name, title, phone number and e-mail address for the appropriate point(s) of contact (POC) who will submit payment requests. Within two weeks the POC should receive an invite to sign up for the system. The POC will also receive a form to verify their identity. The POC must complete the form, and present it to a Notary Public for verification. The POC will return the notarized form to:

DOT Enterprise Service Center
FAA Accounts Payable, AMZ-100
PO Box 25710
Oklahoma City, OK 73125

When the form is received and validated the Recipient POC will receive a unique user ID and password via e-mail. POCs should contact their AO with any changes to their system information.

A tutorial for the eAuthentication and account activation process can be found here: http://www.dot.gov/cfo/delphi/grant-gecipient/eauthentication-user-tutorial-final.ppt

Recipients registered with other DOT Agencies, such as Federal Aviation Administration or Federal Railroad Administration, must also apply for access with FHWA in order to request payment from FHWA.

To facilitate your use of the system the DELPHI eInvoicing website provides comprehensive user's information including:

- Web-based training at http://www.dot.gov/cfo/delphi/web-based-training/grant-recipient/lessons/index.html ,

- Desktop User's Manual at http://www.dot.gov/cfo/delphi/grant-gecipient/grant-recipient-desktop-guide-final.pdf,

- Several Quick Reference Guides (QRGs)at http://www.dot.gov/cfo/delphi-training-system.html,
- QRG for Creating a Standard Invoice at http://www.dot.gov/cfo/delphi/grant-gecipient/grant-recipient-qrg-creating-standard-invoice.pdf,
- QRG for Creating a Credit Memo at http://www.dot.gov/cfo/delphi/grant-gecipient/grant-recipient-qrg-creating-credit-memo.pdf.

Account Management: The Recipient should contact their AO when POCs have left their organization or are no longer will be submitting invoices, with the **full name, title, phone number, e-mail address, and user ID** of the POC. The user ID will then be removed. If a user ID becomes inactive/times out due no activity, the Recipient should contact their AO/AS with the **full name, title, phone number, e-mail address, and user ID** of the POC to be reactivated. *Note: To prevent being timed out due to no-activity, users should login once within 45 days of their last login.*

Waivers

The Department of Transportation Financial Management officials may, on a case by case basis, waive the requirement to register and use the DELPHI eInvoicing System. Waiver request forms can be obtained on the DELPHI eInvoicing website (http://www.dot.gov/cfo/delphi-einvoicing-system.html) or by contacting the AO. Recipients must explain why they are unable to use or access the Internet to register and enter payment requests.

All waiver requests should be sent to via mail to:

Director of the Office of Financial Management
US Department of Transportation, B-30
Office of Financial Management, Room W93-431
1200 New Jersey Avenue SE
Washington DC 20590-0001

or electronically to: DOTElectronicInvoicing@dot.gov

The Director of the DOT Office of Financial Management will confirm or deny the request within approximately 30 days.

If a Recipient is granted a Waiver, Requests for advance or reimbursement and required supporting documents, should be sent via regular U.S. Postal Service to the following address:

Federal Highway Administration
Markview Processing
P.O. Box 268865
Oklahoma City, OK 73126-8865
Attention: Angela A. Jones

Requests for advance or reimbursement submitted via an overnight service must use the following physical address:

MMAC
FHWA/AMZ-150
6500 MacArthur Blvd.
Oklahoma City, OK 73169
Attention: Angela A. Jones

Express Delivery Point of Contact: April Slatev, 405-954-8269

10. ACKNOWLEDGEMENT OF SUPPORT AND DISCLAIMER

An acknowledgment of FHWA support and a disclaimer must appear in any publication of any material, whether copyrighted or not, based on or developed under the Agreement, in the following terms:

"This material is based upon work supported by the Federal Highway Administration under Cooperative Agreement No. DTFH61-13-H-(to be filled in at award)."

All materials must also contain the following:

"Any opinions, findings, and conclusions or recommendations expressed in this publication are those of the Author(s) and do not necessarily reflect the view of the Federal Highway Administration."

11. SITE VISITS

The Federal Government, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by the Federal Government on the premises of the Performing Organization or a subrecipient under this Agreement, the Performing Organization shall provide and shall require their subrecipients to provide all reasonable facilities and assistance for the safety and convenience of the Government representative in the performance of their duties. All site visits and evaluations shall be performed in such a manner as will not unduly delay work.

12. TERMINATION AND SUSPENSION

The Government may terminate this agreement in whole or in part in accordance with 49 CFR Part 18.44 or 49 CFR Part 19.60 as applicable.

13. BUDGET REVISION/REALLOCATION OF AMOUNTS

The Recipient is required to report deviations from budget and program plans, and request prior approval for budget and program plan revisions in accordance with 49 CFR Part 18.30 or 49 CFR Part 19.25 as applicable.

Note: The Recipient must obtain prior written approval from the Agreement Officer to transfer amounts budgeted for direct cost categories when the cumulative value of such transfers will exceed 10% of the value of Federal share of this agreement. When requesting such approval, a letter request suffices.

14. FINANCIAL MANAGEMENT SYSTEM

By signing this agreement, the Recipient verifies that it has, or will implement, a financial management system adequate for monitoring the accumulation of costs and that it complies with the financial management system requirements of 49 CFR Part 19. The Recipient's failure to comply with these requirements may result in agreement termination.

15. ALLOWABILITY OF COSTS

Allowable costs will be determined in accordance with the applicable Federal cost principles,as applicable based on recipients or subrecipient type, e.g., for profit organizations, FAR 31.2; non-profit organizations, 2 CFR Part 230; Educational Institutions, 2 CFR Part 220, and 2 CFR Part 225; Cost Principles for State and Local Governments.

16. AVAILABLE FUNDING

The total not-to-exceed amount of Federal funding that may be provided under this Agreement is $________ (to be filled in at award) for the entire period of performance, subject to the limitations shown below:

(1) Currently, Federal funds in the amount of $_____ (to be filled in at award), are obligated to this agreement.

(2) Subject to availability of funds, and an executed document by the Agreement Officer, $_________ (to be filled in at award) may be obligated to this agreement.

(3) The Government's liability to make payments to the Recipient is limited to those funds obligated under this agreement as indicated above and any subsequent amendments.

17. SYSTEM FOR AWARD MANAGEMENT (SAM)

The Recipient must be registered in the SAM in order to receive payments under this agreement. SAM has replaced the Central Contractor Registry (CCR); previous registrations in CCR have been migrated to SAM. The purpose of SAM to provide is one location for applicants and Recipients to change information about their organization and enter information on where government payments should be made. The registry will enable Recipients to make a change in one place and one time for all Federal agencies to use, including bank account information. Information for registering in the SAM and online documents can be found at www.sam.gov.

18. KEY PERSONNEL

The Recipient shall request prior written approval from the AO for any change in key personnel specified in the award. The following person9s) are/have been identified as Key Personnel.

(to be filled in at award)

19. PROGRAM INCOME

Program income earned during the agreement period shall be retained by the Recipient and shall be administered under 49 CFR Part 19.24. Under this Agreement, program income may be used to finance the non-Federal share of this project. Additional program income above the amount required for the non-Federal share may be added to the funds committed to the agreement and used to further Agreement objectives.

20. SUBAWARDS

Unless described in the application and funded in the approved award, the Recipient shall obtain prior written approval from the AO for the subrecipient, transfer, or contracting out of any work under this award. This provision does not apply to the purchase of supplies, material, equipment, or general support services.

The following subawards are currently approved under the agreement:

(To be filled in at award)

Approval of each sub-award is contingent upon a price fair and reasonableness determination and approval by the Agreement Officer for each proposed subcontractor/subrecipient. Consent to enter into sub-awards will be issued through a formal amendment to the agreement.

21. DEBARMENT AND SUSPENSION REQUIREMENTS

The Recipient shall comply with Subpart C of 49 CFR Part 29, Government Debarment and Suspension (Nonprocurement). Further, the Recipient shall flow down this requirement to applicable subawards by including a similar term or condition in lower-tier covered transactions (see 49 CFR Part 29 for details of the requirement, available online at www.dot.gov/ost/m60/grant/regs.htm).

22. DRUG FREE WORKPLACE

The Recipient shall comply with Subpart B of 49 CFR Part 32, Government wide Requirements for Drug-Free Workplace (Financial Assistance) (see 49 CFR Part 32 for details of the requirement, available online at www.dot.gov/ost/m60/grant/regs.htm).

23. DISPUTES

The parties to this agreement shall communicate with one another in good faith and in a timely and cooperative manner when raising issues under this Disputes provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between the FHWA and the Recipient concerning questions of fact or law arising from or in connection with this Agreement and whether or not involving alleged breach of this Agreement, may be raised only under this Disputes provision.
Whenever a dispute arises, the parties shall attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event shall a dispute which arose more than three months prior to the notification made under the following paragraph of this provision constitute the basis for relief under this article unless FHWA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party shall document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues and specify the clarification or remedy sought. Within five working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from the Agreement Officer. The other party shall submit a written position on the matters in dispute within thirty calendar days after being notified that a decision has been requested. The Agreement Officer shall conduct a review of the matters in dispute and render a decision in writing within thirty calendar days of receipt of such written position. Any decision of the Agreement Officer is final and binding unless a party shall, within thirty calendar days, request further review as provided below.

Upon written request to the FHWA Director, Office of Acquisition Management or designee, made within thirty calendar days after the Agreement Officer's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute shall be further reviewed. This review shall be conducted by the Director, Office of Acquisition Management. Following the review, the Director, Office of Acquisition Management, will resolve the issues and notify the parties in writing. Such resolution is not subject to further administrative review and to the extent permitted by law, shall be final and binding. Nothing in this Agreement is intended to prevent the parties from pursuing disputes in a United States Federal Court of competent jurisdiction.

24. PRINTING

If the Recipient will use FHWA funds for printing, then the Recipient must submit the publication to FHWA for printing through the Government Printing Office (GPO).

25. OMB PAPERWORK REDUCTION ACT

If the Recipient intends to perform survey(s) of any kind, the Recipient shall coordinate with the AOTR to ensure compliance with OMB Paperwork Reduction Act requirements as applicable.

26. FINANCIAL ASSISTANNCE POLICY TO BAN TEXT MESSAGING WHILE DRIVING

(a) Definitions. As used in this clause—

“Driving”— 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. 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, e-mailing, 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.

(b) This clause implements Executive Order 13513, Federal Leadership on Reducing Text Messaging while Driving, dated October 1, 2009.

(c) The Recipient should—

(1) Adopt and enforce policies that ban text messaging while driving—(i) Company-owned or -rented vehicles or Government-owned vehicles; or (ii) Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.

(2) Conduct initiatives in a manner commensurate with the size of the business, such as—(i) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and (ii) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

(d) *Assistance Awards.* The Recipient will insert the substance of this clause, including this paragraph (d), in all subagreement/subcontracts that exceed the micro-purchase threshold.

27. REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBAARDS (2 CFR PART 170, APPENDIX A)

I. Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates $25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111–5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. *Where and when to report.*

   i. You must report each obligating action described in paragraph a.1. of this award term to *http://www.fsrs.gov.*
   ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. *What to report.* You must report the information about each obligating action that the submission instructions posted at *http://www.fsrs.gov specify.*

b. *Reporting Total Compensation of Recipient Executives.*

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
   i. the total Federal funding authorized to date under this award is $25,000 or more;
   ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at *http://www.sec.gov/answers/execomp.htm.*)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:
   i. As part of your registration profile at *http://www.ccr.gov*.
   ii. By the end of the month following the month in which this award is made, and annually thereafter.

b. Reporting of Total Compensation of Subrecipient Executives.

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
   i. in the subrecipient's preceding fiscal year, the subrecipient received—
      (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
      (B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
   ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at *http://www.sec.gov/answers/execomp.htm.*)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
   i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. *Entity* means all of the following, as defined in 2 CFR Part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Subaward:*

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __ .210 of the attachment to OMB Circular A–133, “Audits of States, Local Governments, and Non-Profit Organizations”).

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. *Salary and bonus.*
ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount rrecognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
v. *Above-market earnings on deferred compensation which is not tax-qualified.*
vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

B. REPORTING

1. ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS

The Recipient shall submit all required reports and documents, under transmittal letter to the Agreement Specialist electronically, referencing the cooperative agreement number, at the following address:

Federal Highway Administration
Office of Acquisition Management
1200 New Jersey Avenue SE
Mail Stop E65-101
Washington, DC 20590
Attention: (To be filled in at award)

The Recipient shall submit one electronic copy to the AOTR at the following address:

(To be filled in at time of award)

2. QUARTERLY PROGRESS REPORTS

The Recipient shall submit an electronic copy of the SF-PPR, to the AOR and the Agreement Specialist on or before the 30th of the month following the calendar quarter being reported. Final PPRs and due 90 days after the end of the agreement period of performance.

The quarterly submittal will consist of the SF-PPR cover page and the following required attached information:

In the SF-PPR Block 10. Performance Narrative, (attach additional sheets as necessary) provide concise statements covering the activities relevant to the project, including:

- A clear and complete account of the work performed each quarter.
- An outline of the work to be accomplished during the next report period.
- A description of any problem encountered or anticipated that will affect the completion of the work within the time and fiscal constraints as set forth in the cooperative agreement, together with recommended solutions to such problems; or, a statement that no problems were encountered.
- A tabulation of the current and cumulative costs expended by quarter versus budgeted

In the SF-PPR Block 11, Other Attachments, include the following information as attached pages:

- SF-425, Federal Financial Report, and
- SF-425A, Federal Financial Report Attachment (if applicable).

3. ANNUAL BUDGET REVIEW AND PROGRAM PLAN

The Recipient shall submit two copies and one electronic copy of the Annual Budget Review and Program Plan to the AOTR and one copy to the Agreement Specialist 60 days prior to the end of each agreement year. The Annual Budget Review and Program Plan shall provide a detailed schedule of activities, estimate of specific performance objectives, include forecasted expenditures, and schedule of milestones for the upcoming agreement year. If there are no proposed deviations from the attached Approved Project Budget, the Annual Budget Review shall contain a statement stating such. The Recipient will meet with FHWA to discuss the Annual Budget Review and Program Plan. Work proposed under the Annual Budget Review and Program Plan shall not commence until AO written approval is received.

4. **ANNUAL PROPERTY REPORT**

The Recipient will submit an electronic copy and one (1) hard copy of the SF-428, Tangible Personal Property Report to the AOR and Agreement Specialist 60 days prior to the anniversary date of this agreement.

If no property was furnished or acquired during the agreement up to the end date of the reporting period, indicate that information in block 8 of the SF-428. If property was furnished or acquired during the agreement up to the end date of the reporting period, list the property on the SF-428A and SF428S forms. Use additional sheets as necessary. Use separate sets of sheets to show Federally-owned property and Recipient owned property.

The SF-428 series of forms are available online at http://www.whitehouse.gov/omb/grants_forms.html.

SECTION VII – AGENCY CONTACT

Address any questions to:
Angela A. Jones, Agreement Specialist
Federal Highway Administration
Office of Acquisition Management
Email: Angela.Jones@dot.gov
Phone: (202) 366-4255

Secondary Point of Contact:
Carl Rodriguez, Team Leader
Federal Highway Administration
Office of Acquisition Management
Office of Acquisition Management
Email: Carl.Rodriguez@dot.gov
Phone: (202) 366-4240

Government Estimated Level of Effort

Category	**Year 1**	**Year 2**	**Year 3**	**Total**
Project Manager	760	760	760	2,280
Senior Safety Researcher	700	600	700	2,000
Junior transportation Professional	1,540	1,460	1,460	4,460
Research Assistant(s)	1,560	1,560	1,560	4,680
Web developer(s)	680	680	680	2,040
Writer/Editor(s)	660	640	700	2,000
Clerical/Administrative	240	240	240	720
Total Hours	**6,140**	**5,940**	**6,100**	**18,180**

ATTACHMENT A

ELIGIBILITY VERIFICATION FORM

Please check one (1) of the following:

______ The applicant meets the definition of a national organization promoting safe routes to schools

______________________________________ ______________________

Signature Date