Notice of Funding Opportunity
Summary Information

Federal Agency Name:	**U.S. Department of Transportation (DOT)** **Federal Highway Administration (FHWA)** **Office of Acquisition and Grants Management (HCFA)** **1200 New Jersey Avenue SE** **Mail Drop: E62-204** **Washington DC 20590** **Attn: Rob Miller, HCFA-32**
Funding Opportunity Title:	**"Public Infrastructure Road Safety Promotion, Education and Technology Transfer"**
Announcement Type:	**This is the initial announcement of this funding opportunity.**
Funding Opportunity Number:	**693JJ318NF00007**
Catalog of Federal Domestic Assistance (CFDA) Number:	**20.200 Highway Research & Development**
Key Dates:	**Notice Issue Date is November 22, 2017** **Application Due Date/Time is January 22, 2018 at 5:00pm Eastern Time** **Question Due Date/Time is January 15, 2018 at 5:00pm Eastern Time**
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Attachments:

1) Deliverable Schedule

NOTE: The FHWA uses www.grants.gov for receipt of all applications. Applicants must register and use the system to submit applications electronically. Applicants are encouraged to register in advance of the submission deadline and to register to receive notifications of updates/amendments to this Notice. Approval of user registrations for the site may take multiple weeks. It is the Applicant's responsibility to monitor for any updates to this Notice.

SECTION A - PROGRAM DESCRIPTION

The FHWA hereby requests applications for assistance to result in the award of a new Cooperative Agreement, entitled, "Public Infrastructure Road Safety Promotion, Education and Technology Transfer."

1. STATEMENT OF PURPOSE

The purpose of the Cooperative Agreement will be for the Roadway Safety Foundation (RSF) to implement public awareness programs, provide technology transfer and educate State, local and tribal transportation safety practitioners, officials, and motorists on the benefits of public road safety infrastructure countermeasures.

2. LEGISLATIVE AUTHORITY

The authority to enter into a cooperative agreement for this effort is found in FAST Act Section 1418FAST Act Section 1418 authorizes $3,500,000 to be set aside from the Highway Safety Improvement Program, distributed among the following four activities: Operation Lifesaver, Work Zone and Guardrail Safety Training, the National Work Zone Safety Information Clearinghouse, and the Public Road Safety Clearinghouse. The Public Road Safety Clearinghouse will receive $460,000 each fiscal year from 2018 to 2022 to be consistent with the period of performance of the Cooperative Agreement.

The Highway Safety Improvement Program is a federally-assisted program which requires a non-federal matching share. The FHWA has determined that the cost share under FAST Act Section 1418 will be 80/20 based on 23 U.S.C. 120 (b), which states that except as otherwise provided under this title, the Federal share payable for "other projects" shall be 80 percent.

3. BACKGROUND

FAST Act Section 1418 authorizes a set aside from the Highway Safety Improvement Program for each of fiscal years 2016 through 2020 . This prospective award will be a follow-on to Cooperative Agreement No. DTFH6114H00013 with RSF entitled "Public Road Safety Clearinghouse." RSF has worked with private and public-sector safety partners over the last ten years to reduce the fatalities attributed to roadway conditions, which currently number over 35,000 annually. These efforts include: 1) implementing public awareness programs, 2) providing technology transfer, and 3) educating State and local transportation safety practitioners, officials and motorists on the benefits of public road safety infrastructure countermeasures. By performing outreach activities, as well as developing educational and technology transfer materials, the RSF has been successful in forming roadway safety partnerships between the private and public sectors.

4. GOALS

The goal of the Cooperative Agreement will be to support the RSF in the delivery of

highway safety programs. RSF shall collaborate with the FHWA to accomplish the goal of this project.

5. STATEMENT OF WORK

The statement of work is to include the following tasks:

TASK 1. Program Management

The RSF shall provide program management throughout the duration of the project Period of Performance (POP). Within two weeks of award the RSF shall facilitate a project kick-off meeting in Washington, D.C., at FHWA headquarters or other location in Washington, D.C. proposed by the RSF and agreed to by the FHWA. The RSF shall provide a Project Management Plan (PMP) as a part of the technical application. Based on discussions at the kick-off meeting, the RSF shall deliver an updated PMP within four (4) weeks that guides the execution of the activities identified in this Statement of Work (SOW). The PMP shall be updated on a quarterly basis. The PMP shall include at a minimum a description of all projects being proposed, implementation approach for each project, proposed staff and staffing requirements, project schedule and list of deliverables. The RSF shall conduct regular monthly conference calls with the Agreement Officer's Representative (AOR) to report status on ongoing projects and anytime the need arises. As discussed in Section F, RSF shall provide quarterly project status reports.

Task 1. Deliverables

1. Kick-off meeting
2. Draft kick-off meeting minutes
3. Final kick-off meeting minutes
4. Final Project Management Plan
5. Monthly conference calls with AOR
6. Quarterly progress reports
7. Project meetings as needed

TASK 2. Public Awareness

The purpose of this task is for RSF to develop public awareness programs on the benefits of public road safety infrastructure countermeasures.

- Subtask A: Develop an overall public awareness plan that focuses on the benefits of public road safety infrastructure countermeasures. The RSF shall solicit applications from public road safety infrastructure stakeholders for programs and products (i.e. on-site training, webinars, workshops, peer to peer meetings, etc.) that promote roadway safety countermeasures that make public roadways safer. The RSF shall evaluate the applications and forward a ranked/prioritized list of suggested candidates to the AOR for concurrence. The RSF shall work with the selected candidates to create programs

that can be used to promote public awareness, and educate public safety stakeholders about how safety countermeasures can greatly improve the safety of our Nation's roadways and help to reduce the number of crashes, serious injuries and fatalities. Topic areas include, but are not limited to, intersections, roadway departure, older road users, locally-owned and rural roads, and pedestrian/bicyclist safety.

Task 2. Subtask A Deliverables

1. Draft public awareness plan
2. Final public awareness plan
3. Draft solicitation for applications to promote public awareness
4. Final solicitation for applications to promote public awareness
5. Ranked/prioritized list of suggested candidates for FHWA's concurrence

- Subtask B: Develop a coordination and distribution plan with public road safety trade organizations on how to distribute programs created in Subtask A to State, local and tribal agencies. Public road safety trade organizations include, but are not limited to, the American Association of State Highway and Transportation Officials (AASHTO), Institute of Transportation Engineers (ITE), and the Transportation Research Board (TRB).

  Task 2. Subtask B Deliverables

  1. Draft coordination and distribution plan
  2. Final coordination and distribution plan

TASK 3. Technical Assistance and Technology Transfer

The purpose of this task is for RSF to develop a technical assistance and technology transfer program designed to assist agencies with public road safety infrastructure implementation.

- Subtask A: Develop an overall technical assistance and technology transfer plan that focuses on the implementation of public road safety infrastructure. The RSF shall solicit applications from public road safety infrastructure stakeholders for programs and products (i.e. on-site training, webinars, workshops, peer to peer meetings, etc.) that provide technical assistance and technology transfers solutions for roadway safety practitioners. The RSF shall evaluate the applications and forward a ranked/prioritized list of suggested candidates to the AOR for concurrence. The RSF shall work with the selected candidates to create programs that provide technical assistance and technology transfer solutions that will be used to educate public safety practitioners about different safety countermeasures that can greatly improve the safety of our Nation's roadways and help to reduce the number of crashes, serious injuries and fatalities. The technical assistance and technology transfer plan shall also include performance measures to evaluate the effectiveness of the plan and program.

Topic areas include, but are not limited to, intersections, roadway departure, older road users, locally-owned and rural roads, and pedestrian/bicyclist safety.

Task 3. Subtask A Deliverables

1. Draft technical assistance and technology transfer plan
2. Final technical assistance and technology transfer plan
3. Draft solicitation for applications for technical assistance and technology transfer programs and products
4. Final solicitation for applications to promote technical assistance and technology transfer
5. Ranked/prioritized list of suggested candidates for FHWA's concurrence

- Subtask B: Implement and manage the technical assistance and technology transfer plan created in Subtask A. Develop an implementation and performance measures tracking Excel database; which shall be updated quarterly.

Task 3. Subtask B Deliverables

1. Draft implementation and performance measures tracking Excel database
2. Final implementation and performance measures tracking Excel database

TASK 4. Older Road User Safety Clearinghouse

The vision for the Older Road User Clearinghouse is to share information among the 3 E Communities (engineering, enforcement and education) on a public website. The National Highway Transportation Safety Administration (NHTSA) is a co-sponsor of RSF's Older Road User Clearinghouse along with the FHWA. The Clearinghouse can be viewed at https://www.roadsafeseniors.org/; and includes information on research activities, case studies, best practices, and evaluation tools in the areas of older driver public safety. The RSF shall develop a plan to maintain and update the website. The website shall be reviewed and updated monthly; as specified by the maintenance and update plan.

Task 4. Deliverables

1. Draft maintenance and update plan
2. Final maintenance and update plan
3. Maintain and update the Older Road User Safety Clearinghouse monthly

TASK 5. Local Road Safety Plans-usRAP

usRAP is an innovative and proactive tool for analyzing the safety of a roadway and generating data-driven solutions for correcting hazards. Using video logs and other data, usRAP's star-rating system uses a familiar 1 – 5 scale to rate the safety of a road segment according to its design features and operating conditions. For each star rating increase that a road segment earns,

the socioeconomic costs of crashes on that stretch are roughly halved. In addition, program software will then prepare a "safer roads investment plan" – an analysis of approximately 70 possible engineering treatments and crash countermeasures that might be considered for the segment in question, and a rank-ordered cost-benefit list of each. The innovative program software can be applied to any road network under Federal, state, local, or tribal jurisdiction. A key advantage of the software is that it does not require detailed site-specific crash data as input.

The FHWA is currently providing technical assistance for two counties to use usRAP to assist in the development of local road safety plans. The FHWA plans to expand this technical assistance to five (5) more counties to develop local road safety plans. Counties will be chosen jointly by FHWA and the National Association of County Engineers (NACE) based on the county's need and willingness to participate in the program. The RSF shall develop a technical assistance plan for each of the five (5) selected counties. Once all five (5) local safety plans are complete, the RSF shall develop an outreach brief highlighting all five (5) local road safety plans.

Task 5. Deliverables

1. Draft technical assistance plan
2. Final technical assistance plan
3. Draft outreach brief
4. Final outreach brief

TASK 6. Road Safety Transportation Professional Certification System (RSTPC)

The RSF shall establish a partnership with a transportation association to develop an RSTPC program. The partnership shall develop criteria, a sustainable process, key success factors, as well as a management and maintenance plan. The management and maintenance plan shall include the following; but not be limited to, staffing requirements, resource and financial requirements, educational update requirement, and general administration requirements.

Task 6. Deliverables

1. Draft RSTPC program plan
2. Final RSTPC program plan

TASK 7. National Roadway Safety Awards

The National Roadway Safety Awards is a biennial competition sponsored by the RSF and the FHWA to recognize roadway safety achievements that help reduce fatalities and serious injuries on the Nation's roadways. The competition recognizes successful engineering solutions that agencies have integrated into their roadway safety programs. (Visit http://safety.fhwa.dot.gov/roadwaysafetyawards/ for program details).

Award ceremonies will take place in Washington, D.C. in November of 2019, and 2021 to recognize the winners; and winning projects will be showcased on a webpage highlighting best

practices. Articles on the winners will be submitted to the Safety Compass Newsletter as well as other industry and trade publications. Stories will be disseminated to local, regional and national media outlets.

The RSF shall provide project management, coordination, and logistics planning for the awards program; including, but not limited to the following:

General Duties
RSF shall:

- Update and distribute the promotional materials for the program; such as the solicitation for applications, related web content and application form, (http://safety.fhwa.dot.gov/roadwaysafetyawards/), and the award application form;
- Categorize and organize application packages as they are received, and correspond with applicants, answering their questions;
- Assist FHWA in developing a judging process and recruiting approximately a total of six (6) judges from the government, the private sector, and academia;
- Assist the FHWA with organizing the judging panel, including arranging non-Federal judges' travel, facilitating the judging, and taking notes during the judges meeting;
- Maintain a coordination log between the FHWA, RSF, nominees, award winners, and all vendors providing services for the awards program;
- Create an applicant datasheet that captures the pertinent information on each applicant (i.e., legal name, address, principals, etc.);
- Hold regular progress meetings with the FHWA (as needed, but generally every other month from Feb-May, monthly from May-September, and weekly from September-November);
- Assist the AOR with all internal and external requests for program information; and
- Coordinate all press related duties with the FHWA Public Affairs Office. Press-related duties include, but are not limited to: drafting press releases (including a national press release, a regional press release and a local press release in each winner's home state), disseminating stories on the winners and their projects to news organizations, drafting social media content, and compiling a report on media and social media coverage.

Awards Ceremony Duties
RSF shall:

- Secure the venue location for the awards ceremony. Venue rental fees (if any) will be financed through the agreement and will need the prior approval of the AOR;
- Coordinate all travel arrangements and reimbursements for travel (airfare, per diems for food and lodging, and other necessary expenses) for award winners to attend the award ceremony (no more than two (2) attendees per award winner may attend the award ceremony);
- Manage the overall budget and provide the AOR bi-weekly updates;

- Collaborate with the FHWA in developing the agenda, briefing book, script, and key speeches for the awards ceremony;
- Write, edit, and design the awards ceremony Noteworthy Practices Guide that describes the award winners' projects, safety benefits and project team contact information (including all graphics, layout, design, and printing) and provide the GPO print package to the AOR (see http://safety.fhwa.dot.gov/roadwaysafetyawards/2015/npg_2015.pdf);
- Design and procure approximately fifteen (15) award plaques for winners;
- Provide meeting support on the day of the awards ceremony;
- Procure audio visual(a/v) services for the awards ceremony; and
- Provide photography services for the awards ceremony (photos from key moments from the ceremony need to be available immediately after the ceremony for immediate distribution to the press and for use on FHWA and RSF social media channels.).

Post Award Ceremony Duties
RSF shall:

- Develop a web page to showcase awardees' best practices that will be hosted on the HSA website (see http://safety.fhwa.dot.gov/roadwaysafetyawards/ and reference Section H for the applicable FHWA Website Standards);
- Provide post-event follow-up; including, but not limited to, travel reimbursements, paying vendors, etc.; and
- Coordinate a brief evaluation of the program with awardees approximately three months after the ceremony.

NOTE: In years that awards are made, the pre-selection kick-off meeting is held in February, and the awards ceremony is in November, with a close-out debrief approximately three months after the ceremony. Task 6 activities take place over the course of 12 months.

Task 7 Deliverables: (biennially - 2019, and 2021)

Note: The deliverable schedule will be updated at each pre-selection kick-off meeting to provide due dates for Task 6.

1. Hold a pre-selection kick-off meeting (biennially).
2. Provide a bi-weekly coordination log (that includes program updates and financial expenditures over the previous two weeks).
3. Hold regular progress meetings with the FHWA (as needed, but generally every other month from Feb-May, monthly from May-Sept. and weekly from Sept-Nov).
4. Update the promotional materials for the program (such as the solicitation for applications, related web content, and the award application form).
5. Develop an applicant datasheet.
6. Develop a plan for a judging process.
7. Arrange travel for the non-Federal judges.
8. Provide notes/minutes from the judge's panel meeting

9. Secure the venue for the awards ceremony and contract for services with related vendors (i.e., photography, a/v, etc.).
10. Arrange travel for awardees to the award ceremony and coordinate reimbursement.
11. Draft Press Releases
12. Develop a draft agenda, briefing book, script, and key speeches for the awards ceremony.
13. Develop a final agenda, briefing book, script, and key speeches for the awards ceremony.
14. Develop a draft Noteworthy Practices Guide (including all graphics, layout, design, and printing; and provide the GPO print package to the AOR (see http://safety.fhwa.dot.gov/roadwaysafetyawards/2015/npg_2015.pdf).
15. Develop a final Noteworthy Practices Guide (including all graphics, layout, design, and printing; and provide the GPO print package to the AOR (see http://safety.fhwa.dot.gov/roadwaysafetyawards/2015/npg_2015.pdf).
16. Develop a draft award plaque design.
17. Develop a final award plaque design.
18. Procure award plaques after FHWA concurrence of plaque design.
19. Develop a web page to showcase awardees' best practices
20. Coordinate brief evaluation of the program with awardees (approximately three months after the ceremony).
21. Closeout de-briefing with the FHWA on the overall Roadway Safety Awards process and logistics.

<end of section>

SECTION B – FEDERAL AWARD INFORMATION

1. FUNDING AND NUMBER OF AWARDS

The FHWA anticipates making one award as a result of this Notice of Funding Opportunity.

The FHWA anticipates Federal funding up to a total amount of $2,300,000 may be made available for the agreement subject to the availability of funds.

2. TYPE OF AWARD

The planned award type is a Cooperative Agreement.

3. PERIOD OF PERFORMANCE

The period of performance for the agreement will be sixty (60) months from the effective date of the Agreement.

4. DEGREE OF FEDERAL INVOLVEMENT

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

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

<end of section>

SECTION C – ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANTS

This is a sole source requirement with application eligibility limited to the Roadway Safety Foundation (RSF).

2. COST SHARING OR MATCHING

Cost sharing or matching is required.

23 U.S.C. 120 (b) mandates the Recipient to cost share this project. The Federal share of the cost of activities carried out under this cooperative agreement shall not exceed 80 percent; the minimum cost share required is $575,000.

<end of section>

SECTION D - APPLICATION AND SUBMISSION INFORMATION

1. ADDRESS TO REQUEST APPLICATION PACKAGE

Applicants may obtain application forms at grants.gov under the Notice of Funding Opportunity Number cited herein.

The Applicant must complete and submit all forms included in the application package for this Notice as contained at www.grants.gov.

NOTE: The Grants.gov system has undergone recent updates that affect the application submission process. All applicants will be required to submit their application using the Grants.gov Workspace process. Applicants are encouraged to visit the Grants.gov website and familiarize themselves with the submission process. To submit an application through Grants.gov, applicants must have the following information:

a. Obtain a Data Universal Numbering System (DUNS) number:
b. Register with the SAM at www.sam.gov;
c. Create a Grants.gov username and password; and
d. The E-business Point of Contact (POC) at the applicant's organization must respond to the registration email from Grants.gov and login to authorize the POC as an Authorized Organization Representative. Please note that there can only be one Authorized Organization Representative per organization.

The Grants.gov registration process usually takes 2–4 weeks to complete. Late applications that are the result of failure to register or comply with Grants.gov applicant requirements in a timely manner will not be considered. For information and instruction on each of these processes, please see instructions at: https://www.grants.gov/web/grants/applicants/applicant-faqs.html. If interested parties experience difficulties at any point during the registration or application process, please call the Grants.gov Customer Service Support Hotline at 800-518–4726, from 7:00 a.m. to 9:00 p.m., e.t., Monday through Friday.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

a. Applications must be prepared on 8½ x 11-inch paper except for foldouts used for charts, tables or figures, which must not exceed 11 x 17 inches. Foldouts must not be used for text, and will count as two pages.
b. A page is defined as one side of an 8 ½ by 11-inch paper. Therefore, a piece of paper with printing on both sides is considered two pages.
c. Text must be printed using a font size no less than 12-point font (Arial or Calibri).
d. Tables are permitted and text in tables must be doubled spaced.
e. Text in captions below charts, tables or figures must be not less than 10 cpi, and can be 2 lines of text long (limited by the width of the chart, table or figure) and single spaced.
f. Page margins must be a minimum of 1 inch top, bottom and each side.
g. Page numbers may be located within the 1 inch margins
h. A Header or Footer identifying the Applicant/Team and the Volume, may be located within the 1 inch margins

i. No cost/price data will be included in Volume I, but must be included in Volume II.

The application package must consist of the following in this order:

1) **Volume 1 – Technical Application** as described below – 20 single-spaced pages limit
   - Part I – Technical and Management Approach (*included* in the pages limitation)
   - Part II – Experience (*included* in the pages limitation))
   - Part III – Staffing Approach (*included* in the pages limitation; resumes are *not included* in the pages limitation and can be an Attachment to Volume 1)

2) **Volume 2 – Budget Application** as described below - no page limit
   - Part I – Application Forms
   - Part II – Cost Information and Other Financial Information

Submit your application in the following format:

Volume 1 - Technical Application

Volume 1 – Technical Application as described below (see page limitations above)

OPTIONAL: An Applicant may include, at their option, to facilitate displaying the organization of their application, a one-page cover page, and a second page to include both a Table of Contents and/or a Listing of Tables/Figures. These pages are for orienting evaluators to the contents of the application package and will not be evaluated and are not included in the Volume 1 page limitation.

In the event a technical application exceeds the page limitation, FHWA will evaluate only the first pages identified within the limitation above.

a. Part I – TECHNICAL AND MANAGEMENT APPROACH: A detailed technical and management plan describing in detail how you would proceed if awarded the agreement. Discuss and describe the ability of the proposed project to meet the purpose and objectives of this program, and the manner in which they will be addressed by your project. Objectives include:

   1. Promoting Public Road Safety Infrastructure benefits;
   2. Improving public road safety infrastructure through promotional, education and technology transfer activities and programs at Federal, State, local, and tribal levels;
   3. Maintaining and promoting the Public Road Safety Clearinghouse (Older Road User Clearinghouse);
   4. Providing technical assistance, using usRAP to develop local road safety plans;

5. Establishment of a Road Safety Transportation Professional Certification System; and,
6. Successful planning, coordination and execution of the biennial Road Safety Awards Program.

Discuss and describe proposed performance metrics/milestones/deliverables. Provide a table listing all proposed milestones/deliverables and estimated dates, based on time from award.

b. Part II – EXPERIENCE: A summary of the Applicant's experience relevant to this project, listing projects of similar size and complexity over the past five years, and show which of the named key staff, were involved in those projects. List the following information for a minimum of three specific past projects in which the Applicant participated as project leader and/or member of project team:

- Project title, description, value, and dates;
- Sponsor/customer point of contact to include sponsor/customer name, title, organization, email address, phone number;
- Role of Applicant in project;
- Explanation of why or how the project is considered relevant or similar to the effort required by this Notice of Funding Opportunity; and

  Note: In determining relevancy, consideration should be given, but not limited to, such things as product/service similarity, size and complexity, Agreement type, division of company proposing, and sub-recipient interaction.
- Explanation of the project goals accomplished and any cost growth or schedule delays encountered. For any project which did not/do not successfully achieve its goals, a brief explanation of the reason(s) for such shortcomings and any demonstrated corrective actions taken to avoid recurrence.

NOTE: Prior to award, FHWA may contact past sponsor/customers to support the agency's risk assessment of the application.

NOTE: If an Applicant does not have a history of relevant experience, or if past performance information is not available, the Applicant's experience will be considered to be neutral.

c. Part III – STAFFING APPROACH: Provide a project organizational chart identifying proposed staff members assigned to the project. The chart must be supported with narrative text to include the title and a brief description of each position's responsibilities, as well as the proposed level of effort and allocation of time (% in relation to their other duties) for each position on a yearly basis and in summary format. The level of effort may be displayed (single spaced) in a table format. One table can be presented if the level of effort will be constant over all years, and the

table is annotated as such. The hours in this table must be consistent with the information presented in Volume II, Parts I and II, as part of the detailed budget plan. Provide brief *tailored* resumes for the proposed Program Manager/Principal Investigator and other key personnel to include name, experience, education and proposed role in project.

Volume 2 - Budget Application

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

OPTIONAL: An Applicant may include, at their option, to facilitate displaying the organization of their application, a one-page cover page, and a second page to include both a Table of Contents and/or a Listing of Tables/Figures. These pages are for orienting evaluators to the contents of the application package and will not be evaluated and are not included in the Volume 1 page limitation

a. Part I - APPLICATION FORMS

1. SF424
   NOTE: Applicants may leave fields 5a, 5b, 6, 7, and 13 blank on the form.

2. SF424A
   NOTE: Section A:
   - Block 1(a): Print opportunity title listed on page 1;
   - Block 1(b): Print CFDA number listed on page 1;
   - Block 1(c): Print Total Federal Funds Requested in dollars; and,
   - Block 1(d): Print Total Cost Share in dollars, and leave columns (e), (f), and (g) and rows 2, 3, and 4 blank.
3. SF424B

4. SFLLL
   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.

b. Part II – COST INFORMATION AND OTHER FINANCIAL INFORMATION

Provide a separate detailed budget plan for each year and summarize the information 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 must include each of the following items/sub-items:

1. Detailed excel (or compatible) workbook containing spreadsheets/tabs (formatted to be printed out) and supporting information clearly delineating and supporting all estimated

costs: with columns for Federal Share, Cost Share (if applicable) and Total Costs (per year and in summary form) as follows:

a. Labor Rates- Direct labor-by-labor categories to include hours, rates and escalation. Anticipated promotions for any personnel must be included with the escalation calculation. The annual direct labor escalations rate and its basis should be clearly stated with the proposal. Discuss your proposed rate as compared to historical experience and include when and how escalation will be calculated/implemented.

b. Indirect Rates- Discuss your proposed rates for all years. Identify all the various specific indirect rates including what they are (pool and base), and what they are based on (e.g.; labor overhead based on direct labor dollars) and how they are applied/calculated. Provide dollar values as well as percentages. Please also provide any audit information to support these rates (for example, a copy of signed Department of Health of Human Services rate agreement).

    Note: Per 2 CFR 200.414(f), Indirect (F&A) Costs, an Applicant may elect to propose a de minimis indirect rate of 10% of modified total direct costs.

c. Other Direct Costs- Applicants must provide a breakout and justification of Other Direct Costs by Category (travel, equipment, etc.)

d. If subcontractors/sub-recipients (lower-tiered organizations and/or individual consultants) will be used in carrying out this project, the following minimum information concerning such, must be furnished:

    i. Name and address of the organization or consultant.
    ii. Description of the portion of work to be conducted by the organization or consultant.
    iii. Cost details for that portion of work.
    iv. **Applicant's cost/price analysis of each sub-recipient/contractor(s) showing how their price is fair and reasonable; and Applicant's cost/price analysis of each sub-recipient/contractor(s) showing how their price is fair and reasonable (this includes any sub-recipient/contractor(s) that will be included in the Federal share or the non-Federal share);** and
    v. Letter of commitment from each sub-recipient/contractor(s) (this includes any sub-recipient/contractor(s) that will be included in the Federal share, the non-Federal share or in a non-paid (volunteer) capacity).

e. Provide detail and support for cost share as part of overall project budget.

f. Clearly delineate cost share match versus Federal share.

2. Identify any exceptions to the anticipated award terms and conditions as contained in Section F, Federal Award Administration Information. 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. The use of a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is required on all applications for Federal grants or cooperative agreements. Please provide your organization's DUNS number in your budget application.

4. A statement to indicate whether your organization has previously completed an A-133 Single Audit and, if so, the date that the last A-133 Single Audit was completed.

5. A statement regarding Conflicts of Interest. The Applicant must disclose in writing any actual or potential personal or organizational conflict of interest in its application that describes in a concise manner all past, present or planned organizational, contractual or other interest(s), which may affect the Applicants' ability to perform the proposed contract in an impartial and objective manner. Actual or potential conflicts of interest may include but are not limited to any past, present or planned contractual, financial, or other relationships, obligations, commitments or responsibilities, which may bias the Applicant or affect the Applicant's ability to perform the agreement in an impartial and objective manner. The Agreement Officer will review the statement(s) and may require additional relevant information from the Applicant. All such information, and any other relevant information known to DOT, will be used to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, the AO may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the United States to contract with the Applicant and include appropriate provisions to mitigate or avoid such conflict in the agreement pursuant to 2 CFR 200.112.

6. A statement to indicate whether a Federal or State organization has audited or reviewed the Applicant's accounting system, purchasing system, and/or 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 Contracts - List any contract/agreement that was terminated for convenience of the Government within the past 3 years, and any contract/agreement 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 fund and fulfill the proposed cost share, as applicable.

9. The Applicant is directed to review Title 2 CFR §170 (http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl) dated September 14, 2010, and Appendix A thereto, 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 Notice. The text of Appendix A will be incorporated in the award document as a General Term and Condition as referenced under this Notice's Section F, Federal Award Administration Information.

10. Disclose any violations of Federal criminal law involving fraud, bribery, or gratuity violations. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 entitled Remedies for Noncompliance, including suspension or debarment. (See also 2 CFR Part 180 and 31 U.S.C. 3321).

11. If a nonprofit or not-for-profit status, please provide evidence of this status preferably from the Internal Revenue Service.

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

The Applicant is required to: (i) be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) 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 a Federal awarding agency.

DOT may not make a Federal award to an Applicant until the Applicant has complied with all applicable unique entity identifier and SAM requirements. If an Applicant has not fully complied with the requirements by the time DOT is ready to make a Federal award, DOT may determine that the Applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another Applicant.

4. SUBMISSION DATES AND TIMES

The application must be received electronically through www.grants.gov by the application due date/time listed on page 1 of this Notice of Funding Opportunity.

The deadline stated on page 1 is the date and time by which the agency must receive the full and completed application, including all required sections.

A late application will not be reviewed or considered unless the AO determines that doing so is in the FHWA's best interest.

5. INTERGOVERNMENTAL REVIEW

An application under this Notice of Funding Opportunity is not subject to the State review under E.O. 12372.

6. FUNDING RESTRICTIONS

The FHWA will not reimburse any pre-award costs or application preparation costs under the Agreement.

7. OTHER SUBMISSION REQUIREMENTS

In the event of system problems or technical difficulties with the application submittal, Applicants should contact the FHWA point of contact designated on page 1. If Applicants are unable to use the system due to technical difficulties, Applicants must e-mail applications to the FHWA point of contact listed on page 1 no later than the application deadline cited above.

<end of section>

SECTION E - APPLICATION REVIEW INFORMATION

1. CRITERIA

FHWA will evaluate applications based on following criteria:

MERIT: FHWA will evaluate and rank the applications against the following technical evaluation criteria. These criteria are distinct from eligibility criteria (see Section C) that are addressed before an application is accepted for review.

1. Technical Approach

   The application demonstrates a clear and realistic technical approach to performing the proposed tasks.

2. Management and Staffing Approach

   The application describes the knowledge and relevant experience of the proposed staff, and sub-recipients, in completing the proposed tasks. The application describes a management and staffing plan to recruit and retain experienced and qualified Key Personnel, management and staff support to meet the requirements of the NOFO, and outline risk mitigation strategies for replacing staff.

3. Experience

   b. Demonstrated experience creating and implementing public awareness, technical assistance, and technology transfer programs.
   c. Demonstrated experience maintaining and updating an Older Road User Safety Clearinghouse website.
   d. Demonstrated experience creating local road safety plans with usRAP.
   e. Demonstrated experience working collaboratively with national transportation engineering organizations to create new programs.
   f. Demonstrated experience providing overall project management, coordination, and logistics planning for a national awards program.

COST: Relative cost will be considered in the award decision. The budget application will be analyzed to assess cost reasonableness and conformance to applicable cost principles. This evaluation factor will not be rated.

If applicable, the degree of cost share and leveraging of non-federal funds will be considered in the award decision. Applicants must provide the required matching funds, and supporting detail for these funds. Additional cost sharing will be considered beneficial to break ties among applications with equivalent ratings after evaluation against all other factors.

Funding availability will also be considered in the award decision.

2. REVIEW AND SELECTION PROCESS

FHWA will utilize the following merit review process to evaluate applications:

A panel of agency experts will evaluate all eligible technical applications using the merit criteria listed above. The panel will individually evaluate the technical applications. The panel will then collectively assign an adjectival rating to each eligible technical application using the following merit ratings: Outstanding, Good, Acceptable, Marginal, and Unacceptable.

Agency personnel from the FHWA Office of Acquisition and Grants Management will evaluate the cost criteria listed above, and conduct a risk assessment of the Applicant prior to award as described below.

FHWA will accept the application(s) that is (are) considered the most advantageous to the Government using the criteria cited above, and subject to the results of an Applicant risk assessment. Applications selected for possible award using the criteria cited above, will undergo the following risk assessment prior to award. FHWA reserves the right to not make an award to an Applicant based on the results of the risk assessment, or to include additional terms or conditions in the award to reduce risk.

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

Risk Assessment

FHWA will assess the risks posed by an Applicant before they receive an award. This Risk Assessment will include evaluation of some or all of the following items relative to the Applicant and/or sub-applicants as applicable:

(1) Applicant’s financial stability;

(2) Applicant’s quality of management systems and ability to meet the management standards prescribed in 2 CFR Part 200;

(3) Applicant’s history of performance;

NOTE: History of performance includes the Applicant's record in managing Federal awards, if it is a prior Recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards. The Government will evaluate the relevant merits of the Applicant’s history of performance based on its reputation and record with its current and/or former customers with respect to quality, timeliness and cost control. The history of performance will be reviewed to assure that the Applicant has relevant and successful

experience and will be considered in the risk assessment. In evaluating history of performance, FHWA may consider both written information provided in the application, as well as any other information available to the Government through outside sources.

(4) Applicant's audit reports and findings from audits performed on the Applicant pursuant to 2 CFR Part 200 Subpart F—Audit Requirements or the reports and findings of any other available audits;

(5) Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities;

(6) Applicant's potential for conflict of interest if applicable; and

NOTE: The FHWA will review information provided by the Applicant, and any other relevant information known to DOT, to determine whether an award to the Applicant may create an actual or potential conflict of interest. If any such conflict of interest is found to exist, the AO may (a) disqualify the Applicant, or (b) determine that it is otherwise in the best interest of the United States to award to the Applicant and include appropriate provisions to mitigate or avoid such conflict in the Agreement pursuant to 2 CFR 200.112.

(7) Applicant's eligibility to receive Federal funding. Per the guidelines on government-wide suspension and debarment in 2 CFR Part 180, the Government will confirm that the Applicant and any named sub-applicants are not debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

Pursuant to 2 CFR Part 200.205, prior to making a Federal award, FHWA is required to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as Federal Awardee Performance and Integrity Information System (FAPIIS), Dun and Bradstreet, and "Do Not Pay." At a minimum, the information in the system for a prior Federal award recipient must demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.

If FHWA does not make a Federal award to a non-Federal entity because the official determines that the non-Federal entity does not meet either or both of the minimum qualification standards as described in 2 CFR 200.205, the FHWA will report that determination in FAPIIS.

3. ANTICIPATED ANNOUNCEMENT AND FEDERAL AWARD DATES

The FHWA anticipates making award on or about **April 23, 2018**.

<end of section>

SECTION F – FEDERAL AWARD ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICES

If your organization's 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 FHWA.

Only the AO can commit the FHWA. The award document, signed by the AO, is the authorizing document. Only the AO can bind the Federal Government to the expenditure of funds.

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

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

General terms, conditions, and governing regulations that will apply to the agreement are available online at: http://www.fhwa.dot.gov/aaa/generaltermsconditions.cfm

The online list dated March 6, 2015 of "General Terms and Conditions for Assistance Awards (for awards after June 22, 2015)" shall apply to the resulting award.

Special terms and conditions follow:

A. PUBLIC ACCESS TO DOCUMENTS

The Applicant agrees that the resulting deliverables/documentation submitted to the FHWA under the agreement may be posted online for public access and/or shared by FHWA with other interested parties. The FHWA anticipates the documents cited herein may be posted on an FHWA website or other appropriate website.

B. INDIRECT COSTS

Indirect costs will be allowable under the agreement in accordance with the Recipient's Federally Negotiated Indirect Cost Rates as documented in writing and approved by the Recipient's cognizant Government agency.

This Indirect Cost provision does not operate to waive the limitations on Federal funding that will be provided in the agreement. The Recipient's audited final indirect costs will be

allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

C. DATA RIGHTS

The Recipient must make available to the FHWA copies of all work developed in performance with the agreement, including but not limited to software and data. Data rights under the agreement shall be in accordance with 2 CFR 200.315, Intangible property.

D. PERSONALLY IDENTIFIABLE INFORMATION (PII)

Personally Identifiable Information (PII) as defined at CFR Part 200.79 and at 2 CFR 200.82 will not be requested unless necessary and only with prior written approval of the AO with concurrence from the AOR.

E. PROGRAM INCOME

Pursuant to 2 CFR 200.307, Program income earned during the agreement period must be added to the Federal award and used for the purposes and under the conditions of the Federal award, unless otherwise approved by the AO. Program income must not be used to offset the Federal or Recipient contribution to this project.

F. SUBAWARDS/SUBCONTRACTS

NOTE: Recipients with a procurement system deemed approved and accepted by the Government or by the AO will be exempt from the requirements of this clause. See 2 CFR 200.317 through 200.326.

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

Approval of each subaward/subcontract is contingent upon a fair and reasonable price determination, and approval by the AO for each proposed subcontractor/sub-recipient. Consent to enter into subawards/subcontracts will be issued through a formal amendment to the Agreement.

G. ORDER OF PRECEDENCE

The Recipient's technical and budget applications may be accepted, approved, and incorporated herein as Attachments A and B. In the event of any conflict between the agreement document and the Recipient's proposal and/or application, the agreement document shall prevail.

H. DESIGNATION AS RESEARCH OR NON-RESEARCH AGREEMENT

The agreement will be designated as: NON-RESEARCH.

I. CONFERENCE SUPPORT RESTRICTIONS

The Recipient must obtain written approval from the AOR prior to incurring any costs for conference support. See the definition of conference as contained in 2 CFR 200.432.

For Task 7, National Roadway Safety Awards only, reasonable food and beverage costs are allowable conference expenses for reimbursement under the agreement. Alcoholic beverages are not an allowable cost.

Note: Costs of meals are allowable as a travel per diem expense for individuals on travel status and pursuant to the Travel clause of the agreement.

J. DISPUTES

The parties to the agreement will communicate with one another in good faith and in a timely and cooperative manner when raising issues under this 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 the agreement and whether or not involving alleged breach of the agreement, may be raised only under this Disputes provision.

Whenever a dispute arises, the parties will attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event will 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 will 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 one level above the AO. The AO will conduct a review of the matters in dispute and render a decision in writing within thirty calendar days of receipt of such written request. Any decision of the AO is final and binding unless a party will, within thirty calendar days, request further review as provided below.

Upon written request to the FHWA Director, Office of Acquisition and Grants Management or designee, made within thirty calendar days after the AO’s written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute will be further reviewed. This review will be conducted by the Director, Office of Acquisition and Grants Management. Following the review, the Director, Office of

Acquisition and Grants 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, will be final and binding. Nothing in the agreement will be intended to prevent the parties from pursuing disputes in a United States Federal Court of competent jurisdiction.

3. REPORTING

A. ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS

The Recipient must submit all required reports and documents, under transmittal letter referencing the Agreement number, as follows:

Submit an electronic copy to the Agreement Specialist at the following address:

Rob.Miller@dot.gov

Submit an electronic copy to the AOR at the following address:

Karen.Timpone@dot.gov

B. QUARTERLY PROGRESS REPORT

The Recipient will be required to 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 are due 90 days after the end of the Agreement period of performance. The SF-PPR is available online: http://www.whitehouse.gov/sites/default/files/omb/grants/grants_forms.html.

Calendar quarters are defined as:		Reports due on or before:
1st:	January – March	April 30th
2nd:	April – June	July 30th
3rd:	July – September	October 30th
4th:	October – December	January 30th

The quarterly progress report must include the required certification pursuant to 2 CFR 200.415.

The quarterly progress report must consist of the SF-PPR cover page and all of the following required attached information:

To fulfill the SF-PPR Block 10, Performance Narrative requirement, the Recipient must complete the Quarterly Reporting Template (expand as necessary) that will provide a formatted report of:

a. Work performed for the current quarter;
b. Work planned for the upcoming quarter;
c. 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 Agreement, together with recommended solutions to such problems; or, a statement that no problems were encountered;
d. A tabulation, clearly delineated by Federal share, cost share and total, of the current and cumulative costs expended by cost element (labor, travel, indirect costs, sub-recipient/subcontractor, etc.) by quarter versus budgeted costs;
e. Work performed in support of the FHWA and DOT Strategic Goals; and
f. Budget revisions.

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

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

C. ANNUAL BUDGET REVIEW AND PROGRAM PLAN

The Recipient must submit an electronic copy and one hard copy of the Annual Budget Review and Program Plan to the AOR and one electronic copy and one hard copy to the Agreement Specialist 60 days prior to the anniversary date of the agreement. The Annual Budget Review and Program Plan must include the required certification pursuant to 2 CFR 200.415. The Annual Budget Review and Program Plan must provide a detailed schedule of activities, estimate of specific performance objectives, include forecasted expenditures, and schedule of milestones for the upcoming year. If there are no proposed deviations from the Approved Project Budget, the Annual Budget Review must contain a statement stating such. The Recipient must meet via teleconference or web conference with the FHWA to discuss the Annual Budget Review and Program Plan. Work proposed under the Annual Budget Review and Program Plan must not commence until AO's written approval is received.

<end of section>

SECTION G – FEDERAL AWARDING AGENCY CONTACTS

Address any questions to:

Rob Miller, Agreement Specialist
Federal Highway Administration
Office of Acquisition and Grants Management
Email Rob.Miller@dot.gov
Phone 202-366-9167

Secondary point of contact is:

Rick Murray, Agreement Officer/Acting Team Leader
Federal Highway Administration
Office of Acquisition and Grants Management
Email Rick.Murray@dot.gov
Phone 202-366-4250

<end of section>

SECTION H – OTHER INFORMATION

1. Minimum Requirements for Materials to be Posted on FHWA Websites

All web-based deliverables shall conform to the Minimum Requirements for FHWA Web Pages and be compatible with the current FHWA web platform of Adobe ColdFusion (version 10 compatible) and Microsoft SQL (server 2012 or higher compatible). Deliverables will be evaluated for Section 508 compliance, including graceful degradation when JavaScript is disabled and color contrast tests. Deliverables shall meet W3C coding standards (http://www.w3.org/), FHWA coding standards, and conform to DOT Secure Web Application standards to prevent cross-site scripting (XSS) and SQL Injection.

2. Minimum Requirements for FHWA Web Pages

Please reference http://www.fhwa.dot.gov/wpcz/minimum.htm.

<end of section>

Attachment No. 1

DELIVERABLE SCHEDULE

This technical exhibit lists any reports or documentation that will be required as a deliverable to include the frequency, # of copies, medium/format and who/where it is to be submitted. A deliverable is anything that can be physically delivered but may include non-physical things such as meeting minutes. The Recipient shall be required to submit one (1) original electronic version of each deliverable concurrently to the AOR.

Tasks		**Deliverables**	**Tentative Due Dates** (weeks after award)	**No. of Copies**	**Medium/Format**
1	Program management	Kick-off Meeting	2	1	In Person
		Draft Kick-off Meeting Minutes	3	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Final Kick-off Meeting Minutes	1 week after receipt of FHWA comments	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Final Project Management Plan	3	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Monthly Conference Calls with AOR	Monthly	N/A	Teleconference

		Quarterly Progress Reports	By the 15th of the month following each quarter	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Project Meetings	As needed	N/A	In person or teleconference
2	Public Awareness	Draft Public Awareness Plan	26	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Final Public Awareness Plan	3 weeks after receipt of FHWA comments	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Draft Solicitation	26	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Final Solicitation	3 weeks after receipt of FHWA comments	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Ranked/Prioritized List of Candidates	40	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF

		Draft Coordination and Distribution Plan	52	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Final Coordination and Distribution Plan	3 weeks after receipt of FHWA comments	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
3	Technical Assistance and Technology Transfer	Draft Technical Assistance and Technology Transfer Plan	78	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Final Technical Assistance and Technology Transfer Plan	3 weeks after receipt of FHWA comments	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Draft Solicitation	78	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Final Solicitation	3 weeks after receipt of FHWA comments	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF

		Ranked/Prioritized List of Candidates	91	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Draft Implementation and performance measures tracking data base	126	1	Excel
		Final Implementation and performance Measures tracking data base	Quarterly updates after awards are made	1	Excel
4	Older Road User Safety Clearinghouse	Draft Maintenance and Update Plan	26	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Final Maintenance and Update Plan	3 weeks after receipt of FHWA comments	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Maintain and Update the Older Road User Safety Clearinghouse	Monthly	N/A	Online
5	Local Road Safety Plans-usRAP	Draft Technical Assistance Plan	52	5	Microsoft Office (Word, Excel, or Project), or Adobe PDF

		Final Technical Assistance Plan	3 weeks after receipt of FHWA comments	5	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Draft Outreach Brief	156	5	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Final Outreach Brief	3 weeks after receipt of FHWA comments	5	Microsoft Office (Word, Excel, or Project), or Adobe PDF
6	Road Safety Transportation Professional Certification System	Draft RSTPC Program Plan	104	1	Microsoft Office (Word)
		Final RSTPC Program Plan	3 weeks after receipt of FHWA comments	N/A	Online
7	National Roadway Safety Awards	Pre-selection Kick-Off Meeting	TBD	N/A	In Person
		Bi-Weekly Coordination Log	TBD	TBD	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Progress Meetings	TBD	TBD	Conference call

		Promotional Materials Update	TBD	TBD	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Applicant Datasheet	TBD	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Judging Process	TBD	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Non-Federal Judges' Travel	TBD	N/A	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Notes/Minutes from Non-Federal Judges' Panel Meeting	TBD	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Secure Venue and Services for Awards Ceremony	TBD	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF

		Awardee Travel	TBD	N/A	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Draft Press Releases	TBD	TBD	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Draft Agenda, Briefing Book, Script, and Key Speeches for Awards Ceremony	TBD	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Final Agenda, Briefing Book, Script, and Key Speeches for Awards Ceremony	TBD	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Draft Noteworthy Practices Guide	TBD	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Final Noteworthy Practices Guide	TBD	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF

		Draft Award Plaque Design	TBD	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Final Award Plaque Design	TBD	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Procure Award Plaques	TBD	TBD	TBD
		Develop Best Practices Webpage	TBD	N/A	online
		Awardee Evaluations	TBD	TBD	Microsoft Office (Word, Excel, or Project), or Adobe PDF
		Closeout Debriefing	TBD	1	Microsoft Office (Word, Excel, or Project), or Adobe PDF