

Fiscal Year 2025 Bus Safety and Accessibility Research Notice of Funding Opportunity

Required Application Materials

- SF-424 (provided in the [application package](#) on grants.gov)
- Supplemental form
- Proposal (to be attached to SF-424)

Proposal Requirements

Submitted in a Microsoft Word, PDF, or compatible file format, double-spaced using Times New Roman, 12-point font.

The proposal must contain the following components and adhere to the specified maximum lengths:

(1) *Cover Sheet* (not to exceed 1 page): The cover sheet must include the entity submitting the proposal, principal's name, title, and contact information (e.g., address, office and mobile phone, and email). The cover sheet must also include name and contact information for the entity's point of contact for all cooperative agreement administrative activities (if different from principal).

(2) *Abstract* (not to exceed 1 page): The abstract must include background, purpose, methodology, intended outputs, outcomes, impacts, and plan for accomplishing the goals and objectives as outlined in this Notice.

(3) *Table of Contents* (not to exceed 1 page): The table of contents must list each section of the proposal (including Appendices) by title and page number.

(4) *Project Budget* (not to exceed 5 pages): Project budget should show how different funding sources will share in each activity and present those data in dollars and percentages. The budget should identify other Federal funds the applicant is applying for or has been awarded, if any, the applicant intends to use. The proposed project budget must account for multiple years and outline the total cost of all services and products, including salaries and fringe benefits, supplies, travel, equipment, and proposed contractual arrangements (e.g., subcontracts, consultant services) and how these estimated costs are connected to the project scope.

(5) *Project Work Plan* (not to exceed 10 pages total): The proposed project work plan must include the following information:

a. *Methodology* —Provide a methodology for addressing the goals described above and under Section A of this Notice.

b. *Statement of Work* —Provide proposed work tasks for the project and how the goals will be accomplished with a detailed set of objectives and activities. Include the tasks for proposed activities, resources, milestones, with a timeline that also notes critical path milestones. Note in the proposal how risk management related to barriers to deployment will be addressed. Please also note a sustainability strategy for how this work will be maintained in the future.

c. *Staffing Plan* —Describe the approach for managing the project team, including the distribution of responsibilities among project partners and activities each project team member will perform.

d. *Coordination with FTA* —Identify the plan for coordinating the project team's activities and deliverables with the FTA's Research office including suggesting a methodology for a regular review of research results and a process to select research ready for deployment.

e. *Research and Data Collection* —Identify activities and the plan for electronic collection, maintenance, storage, and dissemination of data for use by the project team, stakeholders, FTA, and other customers.

f. *Communication Plan* —Provide a plan for communicating project results. The plan should identify innovative communication strategies including, but not limited to, the following: webinars, in-person presentations at industry events, social media (e.g. Facebook, Twitter, YouTube), text alerts, email, website publication, and toll-free telephone numbers.

g. *Performance Measures* —Identify multiple performance measures FTA should use to assess the Program's overall effectiveness.

h. *Deliverables* —Provide a list of proposed deliverables (e.g., guides, plans, reports, services, prototypes, etc.). Include quarterly reports, financial forms, guidance documents, and final reports to be submitted to FTA.

(6) *Staff Qualifications* (not to exceed 5 pages):

a. *Organizational Capacity* —Provide a narrative that briefly describes the structure of the applicant organization(s), including its history and experience in R&D, prototype construction, technology transfer, and the national deployment of research findings, preferably in the transportation sector. Include a narrative of the proposer's understanding of the activities in this solicitation and its responsibility for the data collection and results deployment called for in this Notice. Include the proposer's organization chart.

b. *Project Team Structure* —Provide a narrative that briefly describes the structure and makeup of the project team. Provide resumes or biographies of key staff to highlight the relevant skills and experience of the proposed team. The applicant is encouraged to identify in its proposal one or more project partners with a substantial interest and involvement in the project activities or objectives.

Applications submitted in response to this NOFO become the records of FTA and may be subject to Freedom of Information Act requests. Please segregate and clearly mark any portions of the application containing confidential or privileged trade secrets or commercial or financial information. FTA may share application information within the Department of Transportation or with other Federal agencies if FTA determines that sharing is relevant to the respective program's objectives.